

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington, DC 20330-1030

CFETP 3D0X3  
Parts I and II  
1 August 2009

## AFSC 3D0X3

### CYBER SURETY



BASIC



SENIOR



MASTER

## CAREER FIELD EDUCATION AND TRAINING PLAN

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

**CYBER SURETY  
AFSC 3D0X3  
CAREER FIELD EDUCATION AND TRAINING PLAN**

TABLE OF CONTENTS

PART I

<a href="#">Preface</a> .....	1
<a href="#">Abbreviations/Terms Explained</a> .....	2
<a href="#">Section A - General Information</a> .....	9
Purpose of the CFETP	
Use of the CFETP	
Coordination and Approval of the CFETP	
<a href="#">Section B - Career Field Progression and Information</a> .....	11
Specialty Description	
Cyber Surety Apprentice/Journeyman/Craftsman (3D033/3D053/3D073)	
Operations Superintendent	
Chief Enlisted Managers (CEM)	
MAJCOM Functional Manager (MFM) for Cyber Operations	
Air Force Career Field Manager (AFCFM) for the Cyber Operations Career Field	
Skills and Career Progression	
3D0X3 Career Path Chart	
Training Decisions	
Community College of the Air Force Academic Programs	
Career Field Path	
3D0X3 Cyber Surety Career Path Table	
<a href="#">Section C - Skill Level Training Requirements</a> .....	19
Purpose	
Specialty Qualification Requirements	
Apprentice (3-Level) Training	
Journeyman (5-Level) Training	
Craftsman (7-Level) Training	
Superintendent (9-Level) Training	
<a href="#">Section D - Resource Constraints</a> .....	21
Purpose	
Apprentice (3-Level) Training	
Journeyman (5-Level) Training	
Craftsman (7-Level) Training	
<a href="#">Section E - Transition Training Guide</a> .....	22

Pages: 83  
OPR: 333 TRS/TRR  
Certified by: SAF/XCTF, CMSgt Daniel Cummins

## Part II

<a href="#">Section A - Specialty Training Standard</a> .....	23
<a href="#">Section B - Course Objective List</a> .....	79
<a href="#">Section C - Support Materials</a> .....	79
Air Force Job Qualification Standards and Air Force Qualification Training Packages	
<a href="#">Section D - Training Course Index</a> .....	79
Purpose	
Air Force In-Residence Courses	
Air University Courses	
Exportable Courses	
<a href="#">Section E – MAJCOM-Unique Requirements</a> .....	80

**CYBER SURETY  
AFSC 3D0X3  
CAREER FIELD EDUCATION AND TRAINING PLAN**

**PART I**

***Preface***

1. The changing Command, Control, Communications, Computer, and Intelligence (C4I) and Air and Space Expeditionary Aerospace Forces (AEF) environments require vision, preparation, and attention to ensure people have the right skills and tools to deliver the C4I capabilities and the support required by the war fighter in meeting the Air Force mission of today and the vision of the future. Declining resources, expanding diversity of mission, and ever-changing technologies in the Air Force are impacting the availability of our most valuable resource--people. These factors will continue to exist in the future, making it essential for the workforce to be effectively and efficiently trained to perform duties within each skill level of an Air Force Specialty (AFS). To meet the challenges of tomorrow, the Air Force must place a greater emphasis on career field training. This Cyber Surety Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle training/education requirements, support resources, and minimum core task requirements for the 3D0X3 specialty. The plan is a "training road map" for the career field. It provides personnel a clear career path to success and makes career field training identifiable, measurable, and budget defensible.

2. This CFETP is a comprehensive education and training document that identifies life cycle education and training requirements, training support resources and minimum core task requirements for this specialty. The CFETP documents the career field training program and consists of two parts. Management uses both parts in conjunction with Training Business Area (TBA) to plan, manage and control training within the career field. NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies and career field path; Section C associates each level with specialty qualifications (knowledge, education, experience, training and other); Section D indicates resource constraints (e.g., funds, manpower, equipment, facilities); and Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A: identifies the Specialty Training Standard (STS) and includes duties, tasks, TRs to support training, AETC-conducted training, wartime course and core task and correspondence course requirements. Section B: contains the Course Objectives List (COL) and training standards supervisors will use to determine if Airmen satisfied training requirements; Section C: identifies available support materials (e.g., Qualification Training Package, which may be developed to support proficiency training); Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; and Section E identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

3. Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's work force for tomorrow's jobs.

## ***Abbreviations/Terms Explained***

This section provides a common understanding of the terms that apply to the Cyber Surety Career Field and Education Training Plan.

**Advanced Training (AT).** A formal course of training that leads to a technical or supervisory level of an AFS. Training is for selected Airmen at the advanced level of an AFS.

**Air and Space Expeditionary Force (AEF).** The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, consisting of enabler and tempo banded capabilities the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

**Air and Space Expeditionary Task Force (AETF).** The AETF is the Air Force's primary warfighting organization and the means by which we present forces to a Joint Forces Commander (JFC). When established, AETFs will form up under the designated Air Force component headquarters.

**Air Education Training Command (AETC).** Responsible for the recruiting, training and education of Air Force personnel. AETC also provides pre-commissioning, professional military and continuing education.

**Air Force Career Field Manager (AFCFM).** Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat to ensure that assigned Air Force specialties are trained and utilized to support Air Force mission requirements.

**Air Force Enlisted Classification Directory (AFECD).** The official directory for all military enlisted classification descriptions, codes, and identifiers. Establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to fully develop their abilities consistent with Air Force needs and within the established patterns of specialization.

**Air Force Job Qualification Standard (AFJQS).** A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all persons serving in the described duty position.

**Air Force Qualification Training Package (AFQTP).** An instructional course designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media.

**Air Force Specialty (AFS).** A group of positions (with the same title and code) that require common qualifications.

**Air Force Tactics, Techniques and Procedures (AFTTP).** Air Force technical training publication. Source: [Joint Pub 1-02, Department of Defense Dictionary of Military and Associated Terms](#)

**Air University Associate-to-Baccalaureate Cooperative (AU ABC).** Allows Airmen to turn a Community College of the Air Force Associates Degree into a Bachelors Degree from an accredited university. The ABC program has established a partnership with various civilian higher-education institutions to offer four-year degree opportunities via distance learning. The participating schools will accept all of the credits earned by Airmen who have attained a CCAF degree and apply them to a Bachelors degree related to their Air Force specialty.

**Air University/A4L.** The result of a reorganization of Air Force Institute for Advanced Distributed Learning (AFIADL); provides access to the Extension Course Institute.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and

instill a sense of industry in career field training. CFETPs are officially posted at <http://www.e-publishing.af.mil/>

**Certification.** A formal indication of an individual's ability to perform a task to required standards.

**Certifying Official.** A person assigned by the commander to determine an individual's ability to perform a task to required standards.

**Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Task Qualification Training (TQT).** CBRNE TQT ensures personnel maintain proficiency in performing mission-critical tasks in a CBRNE environment. See AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, and AFMAN 10-2602, *Nuclear, Biological, Chemical and Conventional (NBCC) Defense Operations and Standards*, for additional information/requirements.

**Chief Enlisted Manager (CEM) Code.** CEM codes identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance.

**Collaboration.** Collaboration is the interaction among two or more individuals encompassing a variety of behaviors, including communication, information sharing, coordination, cooperation, problem-solving and negotiation.

**Collaborative Tools.** Collaborative tools consist of various web-based technologies including advanced white boarding, groupware, and facilitation. Collaborative capabilities assist significantly with managing information throughout its life cycle and enable Air Force members to perform most office-oriented and operational communication tasks from their desktops.

**Command, Control, Communications, Computer, Intelligence, Surveillance, and Reconnaissance (C4ISR).** Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control through all phases of the operational continuum. C4 systems include base visual information support systems. ([Joint Pub 1-02, Department of Defense Dictionary of Military and Associated Terms](#))

**Computer Based Training (CBT).** A forum for training in which the student learns via a computer terminal. It is an especially effective training tool that allows the students to practice applications while they learn.

**Content Management (CM).** A set of processes and technologies supporting the evolutionary life cycle of digital information. This digital information is often referred to as [content](#) or, to be precise, digital content. Digital content may take the form of text, such as documents, multimedia files, such as audio or video files, or any other file type that follows a content life cycle that requires management.

**Continuation Training.** Additional advanced training that exceeds the minimum upgrade training requirements and emphasizes present or future duty assignments.

**Core Task.** A task AFCEMs identify as a minimum qualification requirement for everyone within an AFSC, regardless of duty position. Core task may be specified for a particular skill level or in general across the AFSC. Guidance for using core task can be found in the applicable CFETP narrative.

**Course Objective List (COL).** A publication derived from initial/advanced skills Course Training Standard (CTS), identifying the tasks and knowledge requirements and respective standards provided to achieve a 3-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Air Force Training program*.

**Course Training Standard (CTS).** A standard developed for all courses not governed by an STS, including specialized training packages and computer-based training courses.

**Critical Tasks.** Critical Tasks are tasks that require specific training and certification above and beyond other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

**Data Management.** The process of planning, coordinating, sharing, and controlling organizations' data resources (AFPD 33-3, *Information Management*).

**Document Management (DM).** The process of managing documents through their life cycle; from inception through creation, review, storage, dissemination, and archival or deletion. Document management can also be a database system to organize stored documents, or a search mechanism to quickly find specific documents. (AFPD 33-3, *Information Management*)

**Direct Reporting Unit (DRU).** Air Force subdivisions directly subordinate to the CSAF. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM (Example of a DRU: USAF Academy).

**Duty Position Tasks.** The tasks assigned to an individual for the position currently held. These include, as a minimum, all core tasks that correspond to the duty position as directed by the AFCFM or MFM, and tasks assigned by the supervisor.

**Education and Training Course Announcement (ETCA).** Located at <https://etca.randolph.af.mil>, the ETCA contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses the MAJCOMs or FOAs conduct or manage. The ETCA contains courses the Air Force and reserve forces conduct or administer and serves as a reference for the Air Force, DoD, other military services, government agencies, and security assistance programs.

**Enterprise Information Management (EIM).** Encompasses a set of strategies for organizational management of all aspects of enterprise data as information assets. The proper models, data architecture, application architecture, and integration vision enables using the "enterprise information asset" for strategic analysis, customer-centricity, performance and productivity analytics, and personalization, eventually providing a means for transitioning from an operational, line-of-business oriented application environment to an intelligent, learning, and agile organization.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade Airmen in each skill level of a specialty.

**Enterprise.** The entire range of communications/networking within garrison and tactical realms to include voice, video, data, imagery and sensor.

**Expeditionary Aerospace Force (EAF).** The EAF concept is how the Air Force will organize, train, equip, and sustain itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, precision – to meet the national security challenges of the 21st Century.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Operating Agency (FOA).** FOAs are subdivisions of the Air Force directly subordinate to a headquarters US Air Force functional manager. An FOA performs field activities beyond the scope of any of the MAJCOMs. The activities are specialized or associated with an Air Force-wide mission (Example of a FOA: is the Air Force Weather Agency).

**Field Training.** Technical, operator, and other training that either a field training detachment or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

**Functional Area Manager (FAM).** The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining Unit Type Codes (UTC); developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force,

MAJCOM, Air Component, FOA, DRU, and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

**Functional Manager (FM).** An individual assigned collateral responsibility for training, classification, utilization, and career development of enlisted personnel. AFSC Functional Managers exist at MAJCOM, NAF and base level. (AFI 33-101, *Commanders Guidance and Responsibilities*)

**Global Command and Control System (GCCS).** An automated information system designed to support deliberate and crisis planning with the use of an integrated set of analytic tools and the flexible data transfer capabilities. GCCS will become the single C4I system to support the warfighter from foxhole to command post.

**Global Combat Support System – Air Force (GCSS-AF).** An enterprise infrastructure program established to develop, integrate, and deploy combat support information capabilities. The mission of GCSS-AF is to provide timely, accurate, and trusted Agile Combat Support (ACS) information to Joint and Air Force commanders, their staffs, and ACS personnel at all ranks and echelons, with the appropriate level of security needed to execute the Air Force mission throughout the spectrum of military operations. GCSS-AF is the means by which ACS functional systems will be modernized and integrated to improve business processes supported on a single robust network-centric infrastructure. In addition to integrating combat support applications, GCSS-AF also provides core enterprise services such as a common user presentation through the AF Portal, Enterprise Information Management (Workflow, Records Management, Document Management, Knowledge Management, and Collaboration), and an enterprise data warehouse.

**Global Information Grid (GIG).** The globally interconnected, end-to-end set of information capabilities, associated processes, and personnel for collecting, processing, storing, disseminating and managing information on demand to warfighters, policy makers, and support personnel. The GIG includes all owned and leased communications and computing systems and services, software (including applications), data, security services, and other associated services necessary to achieve Information Superiority. The GIG supports all Department of Defense, National Security, and related Intelligence community missions and functions (strategic, operational, tactical, and business), in war and in peace. The GIG provides capabilities from all operating locations (bases, posts, camps, stations, facilities, mobile platforms, and deployed sites). The GIG provides interfaces to coalition, allied, and non-DOD users and systems.

**Go/No-Go.** The “Go” is the stage at which a trainee has gained enough skill, knowledge, and experience to perform the tasks without supervision, meeting the task standard. “No-Go” is the stage at which the trainee has not gained enough skill, knowledge, and experience to perform task without supervision, does not meet task standard.

**Individual Training Plan (ITP).** Using AF Form 623, *On-the-Job Training Record*, or other approved records (e.g., Training Business Area (TBA)). The AF Form 623 reflects past and current qualifications, and is used to determine training requirements. It is intended to be a complete history of past training and current qualifications. Supervisors will ensure all documentation is accurate and comprehensive.

**Information Life Cycle.** Typically characterized as creation or collection, processing, dissemination, use, storage, protection, and disposition. (DoDD 8000.01, *Management of the Department of Defense Information Enterprise*).

**Information Management (IM).** The planning, budgeting, manipulating, and controlling of information throughout its life cycle. Joint Publication 3-0, *Joint Operations*, further defines IM as the function of managing an organization’s information resources by the handling of knowledge acquired by one or many different individuals and organizations in a way that optimizes access by all who have a share in that knowledge or a right to that knowledge.

**Information Resources Management (IRM).** The process of managing information resources to accomplish agency missions and to improve agency performance (e.g., the reduction of

information collection burdens on the public). (AFPD 33-1, *Information Resources Management*)

**Initial Skills Training.** A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory upgrade training to qualified officers. (AFI 36-2201, *Air Force Training program*)

**Instructional System Development (ISD).** A deliberate and orderly (but flexible) process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way to become educated on the knowledge, skills, and abilities essential for successful job performance.

**Knowledge Based Operations (KBO).** KBO is the Air Force approach for managing information and intellectual capital assets, such as people, processes and tools. Having timely, accurate, and relevant information is critical to build the Air Force's information superiority.

**Knowledge Management (KM).** The handling, directing, governing, or controlling of natural knowledge processes (acquire/validate, produce, transfer/integrate knowledge) within an organization in order to achieve the goals and objectives of the organization. KM seeks to make the best use of the knowledge available to an organization, creating new knowledge, and increasing awareness and understanding in the process. KM can also be defined as the capturing, organizing, and storing of knowledge and experiences of individual workers and groups within an organization and making this information available to others in the organization. (AFPD 33-3, *Information Management*)

**Knowledge Training.** Training used to provide a base of knowledge for task performance. It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience. (AFI 36-2201, *Air Force Training program*)

**Major Command (MAJCOM).** A MAJCOM represents a major Air Force subdivision having a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to HQ USAF. MAJCOMs are interrelated and complementary, providing offensive, defensive, and support elements.

**Master Task Listing (MTL).** A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

**Master Training Plan (MTP).** Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position) training.

**Proficiency Training.** Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

**Qualification Training.** Hands-on, task performance based training designed to qualify Airmen in a specific duty position. This training program occurs both during and after the upgrade training process and is designed to provide skills training required to do the job.

**Records Management.** The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. (AFPD 33-3, *Information Management*)

**Resource Constraints.** Resource deficiencies (such as money, facilities, time, manpower, and equipment) that preclude desired training from being delivered.

**Service Oriented Architecture (SOA).** A services oriented architecture (SOA) environment makes it easier and faster to build and deploy information capabilities that directly serve the needs of the Air Force.

SOA is an information technology environment where the following occur: Mission and business processes are supported by information assets. Information assets are delivered to consumers through content delivery services. Content delivery services and other services interact to support process threads or to deliver information assets. Core services, such as infrastructure and presentation services, are independent of the content delivery services. Net-centric protocols and services allow federating and re-using both content delivery and core services for multiple users, domains, and information sources.

**Service Oriented Enterprise (SOE).** An enterprise in which technologies, infrastructure, governance, policies, funding and processes of the organization operate with the context of sharing information and capabilities in the enterprise. It provides a means of achieving IT agility and flexibility to support rapidly evolving mission processes and changing goals and objectives. An SOE includes an Enterprise Architecture and follows a component-based capability development methodology to produce modular, reusable and easily adaptable, loosely-coupled, software and services.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA) and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Requirements Team.** A meeting chaired by the AFCFM with MAJCOM FMs, AETC Training Managers, Subject Matter Experts (SME) and Air Force Occupational Measurement Squadron (AFOMS) in attendance. Typically held three months prior to a Utilization and Training Workshop (U&TW) to finalize any CFETP changes or enlisted classification directory descriptions.

**Specialty Training Standard (STS).** An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, 7-, or 9-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

**Standard.** An exact value, a physical entity, or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. It is a fixed quantity or quality.

**System Training Plan (STP).** A living document that explains what training is needed for a system and how to obtain the training.

**Task Module (TM).** A group of tasks performed together within an AFS that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Total Force.** All collective components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Advisory Group (TAG).** Chaired by the AFCFM and attended by the MAJCOM, selected DRU and FOA functional managers. The TAG sets training goals and priorities, reviews training programs and evaluates emerging training technologies. The group meets, as required, to prioritize training product development.

**Training Business Area (TBA).** A web-based training application that provides Air Force war fighters with global, real-time visibility into qualifications, certifications and training status of communications professionals. TBA supports base, wing and work center training management activities by automating business processes and capabilities to eliminate paper-based practices. The system centralizes management of training task data, provides user access to CFETPs/JQs and increases security through a single AF Portal log on. TBA replaced the Integrated Maintenance Data System (IMDS) as the mandated automated training tool for maintaining OJT records for communication and information personnel.

**Training Capability.** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, and study reference materials, and so on in determining a unit's training capability.

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, TPTs are more intimately involved in training development and the range of issues examined is greater than in the U&TW forum.

**Training Requirements Analysis (TRA).** A detailed analysis of tasks for a particular AFSC to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

**Unit Type Code (UTC).** A five-character alphanumeric code identifying a specific force package of personnel and/or equipment. The UTC is the means for linking logistics and manpower details within a unit type and is used to communicate force data. The UTC represents a wartime capability designed to fill a valid contingency requirement.

**Upgrade Training.** Training that leads to the award of a higher skill level.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or AFS. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of the AFCFM, MAJCOM Functional Managers, subject matter experts (SME), and AETC training personnel that determines career ladder training requirements.

**Wartime Tasks.** Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3- level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

**Workflow.** A series of steps necessary for the initiation, tracking and delivery of services or outputs with the capability to cut across existing or future organizational boundaries. Furthermore, web-based workflow products allow electronic coordination, staffing, and task management of documents and files. They are relational to an electronic version of the Staff Summary Sheet (SSS) and other AF/DoD forms used for routing/collection of information. Automation provides the capability to suspense and track correspondence through the workflow process and provides action officers and document originators status on their packages. Provides users the capabilities to comply with structured electronic workflow processes and the flexibility to create/develop ad hoc workflow courses of actions. Future use of standardized EIM tools will enhance usability and eliminate legacy methods.

## **Section A - General Information**

**1. Purpose of the CFETP.** This CFETP provides the information necessary for AFCFMs, MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage and conduct an effective and efficient career field training program. The plan outlines the initial skills, upgrade, qualification, advanced and proficiency training that individuals in AFSC 3D0X3 should receive in order to develop and progress throughout their careers. Initial skills training is the AFS specific training an individual receives upon entry into the AF or upon retraining into this specialty for award of the 3-skill level. This training is provided by the 336th Training Squadron (TRS) at Keesler AFB, MS. Upgrade training identifies the mandatory courses, task qualification requirements, Career Development Course (CDC) completion and correspondence courses required for award of the 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some of which are:

- 1.1. Serves as a management tool to plan, develop, manage, and conduct a career field training program. Also, ensures that established training is provided at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of the training, and provides the training medium.
- 1.4. Identifies major resource constraints that impact implementation of the desired career field training program.

**2. Use of the CFETP.** The CFETP is maintained by the 3D000 Air Force Career Field Manager (AFCFM), SAF/XCTF. MAJCOM FMs and AETC review the plan annually to ensure currency and accuracy and forward recommended changes to the AFCFM. Using the list of courses in Part II, they determine whether duplicate training exists and take steps to eliminate/prevent duplicate efforts. Career field training managers at all levels use the plan to ensure a comprehensive and cohesive training program is available for each individual in the career ladder.

- 2.1. AETC training personnel develop/revise formal resident and exportable training based upon requirements established by the users and documented in the STS. They also develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2. MAJCOM FMs ensure their training programs complement the CFETP mandatory initial skill and upgrade requirements. They also identify the needed AFJQSS/AFQTPs to document unique upgrade and continuation training requirements. Requirements are satisfied through OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be included into this plan.
- 2.3. 81 TRSS/TSQ Qualification Training Flight (Q-Flight) personnel develop training packages (AFJQSS/AFQTPs) based on requests submitted by the MAJCOMs and according to the priorities assigned by the AFCFM.
- 2.4. Unit level training managers and supervisors manage and control progression through the career field by ensuring individuals complete the mandatory training requirements for upgrade specified in this

plan and supplemented by their MAJCOM. The list of courses in Part II is used as a reference for planning continuation or career enhancement training.

2.5. Submit recommended CFETP improvements/corrections to the AFSC Training Manager at 336 TRS/TRR, 108 Phantom Drive, Keesler AFB MS 39534-2235 or call DSN 597-5327.

**3. Coordination and Approval of the CFETP.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel coordinate on the career field training requirements.

## **Section B - Career Field Progression and Information**

**4. Specialty Description.** This information supplements that presented in the AFECD.

### **4.1. Cyber Surety Apprentice/Journeyman/Craftsman (3D033/3D053/3D073).**

**4.1.1. Specialty Summary.** Supervises or operates fixed and deployed information technology (IT) resources to monitor, evaluate and maintain systems, policy and procedures to protect clients, networks, data/voice systems and databases from unauthorized activity. Identifies potential threats and manages resolution of security violations. Enforces national, DoD and Air Force security policies and directives; employs hardware and software tools to enhance the security by installing, monitoring and directing proactive and reactive information protection and defensive measures to ensure Confidentiality, Integrity and Availability (CIA) of IT resources. Administers and manages the overall Information Assurance (IA) program to include Communications Security (COMSEC), Emissions Security (EMSEC) and Computer Security (COMPUSEC) programs. **Related DoD Occupational Subgroup: 153100.**

#### **4.1.2. Duties and Responsibilities:**

**4.1.2.1.** Conducts IA risk and vulnerability assessments; ensures enterprise IA policies fully support all legal and regulatory requirements and ensures IA policies are applied in new and existing IT. Identifies IA weaknesses and provide recommendations for improvement. Monitors enterprise IA policy compliance and provides recommendations for effective implementation of IT security controls.

**4.1.2.2.** Evaluates and assists IT activities. Makes periodic evaluation and assistance visits, notes discrepancies, and recommends corrective actions. Audits and enforces the compliance of IA procedures and investigates security-related incidents. Assists in conducting IT forensic investigations. Manages the IA program and monitors emerging security technologies and industry best practices.

**4.1.2.3.** Performs or supervises activities such as detection and protection of IT resources using IA and IA enabled tools. Provides real-time intrusion detection and firewall protection for all IT resources . Responsible for IA oversight or management of national security systems during all phases of the IT life cycles. Ensures the CIA of IT resources.

**4.1.2.4.** Operates and manages IA tools and IA enabled tools . Integrates tools with other IT functions to protect and defend IT resources. Provides CIA by verifying IA controls are implemented in accordance with DoD and Air Force IA standards. Analyzes risks and/or vulnerabilities and takes corrective action. Ensures appropriate administrative, physical, and technical safeguards are incorporated into all new IT resources through certification and accreditation. Protects IT resources from malicious activity.

**4.1.2.5.** Installs, upgrades, configures and maintains IA tools and IA enabled tools; develops scripts and macros to automate tedious tasks; ensures data survivability through IA controls.

**4.1.2.6.** Performs COMSEC management duties in accordance with (IAW) national and DoD directives.

### **4.2. Operations Superintendent.**

**4.2.1. Specialty Summary.** Manages system analysis and design, programming, systems operation and maintenance, resource management and security management. Directs activities for installing, maintaining, repairing, overhauling, deploying, and modifying cyberspace systems and equipment platforms. In addition, manages and directs network warfare operations in garrison and at deployed locations by performing duties to develop, sustain, and enhance network and electromagnetic capabilities to defend national interests from attack and to create effects in the cyberspace domain to achieve national objectives. Ensures personnel are trained, equipped, and available to perform the assigned mission. **Related DoD Occupational Subgroup: 153200.**

**4.2.2. Duties and Responsibilities.** Plans and organizes operations and software activities. Plans and supervises system installation, and evaluates facilities layout. Evaluates performance standards. Designs and develops organizational structures, and determines equipment, training, and supplies required for systems implementation and support. Interacts with customers to promote customer satisfaction. Establishes tactics, techniques and procedures. Executes operations plans to ensure positive control of assigned forces. Evaluates operational readiness of communications, sensors, intrusion detection, and related support equipment.

4.2.2.1. Directs activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support, and resource management. Implements and interprets policies, directives, and procedures.

4.2.2.2. Establishes training requirements. Establishes training programs to meet local knowledge and certification requirements and to enhance professional awareness of technology.

4.2.2.3. Inspects and evaluates compliance with directives. Evaluates, rates, and prepares reports. Recommends and implements corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, and system scheduling, processing, and maintenance.

4.2.2.4. Plans, programs, and develops budget inputs to ensure resource availability for operational requirements.

4.2.2.5. Manages development functions. Helps functional users define requirements. Recommends automated methods to enhance resource use. Supervises functional user requirements translation into automated systems capabilities. Organizes software development teams that use software methodologies. Oversees database design to optimize collecting and retrieving information. Supervises test and evaluation efforts to determine errors in logic, information flow, and system performance. Organizes and participates in implementation and conversion. Ensures continued interface between functional users, and programming and operations personnel for implemented systems. Ensures compliance with standards for systems software and documentation

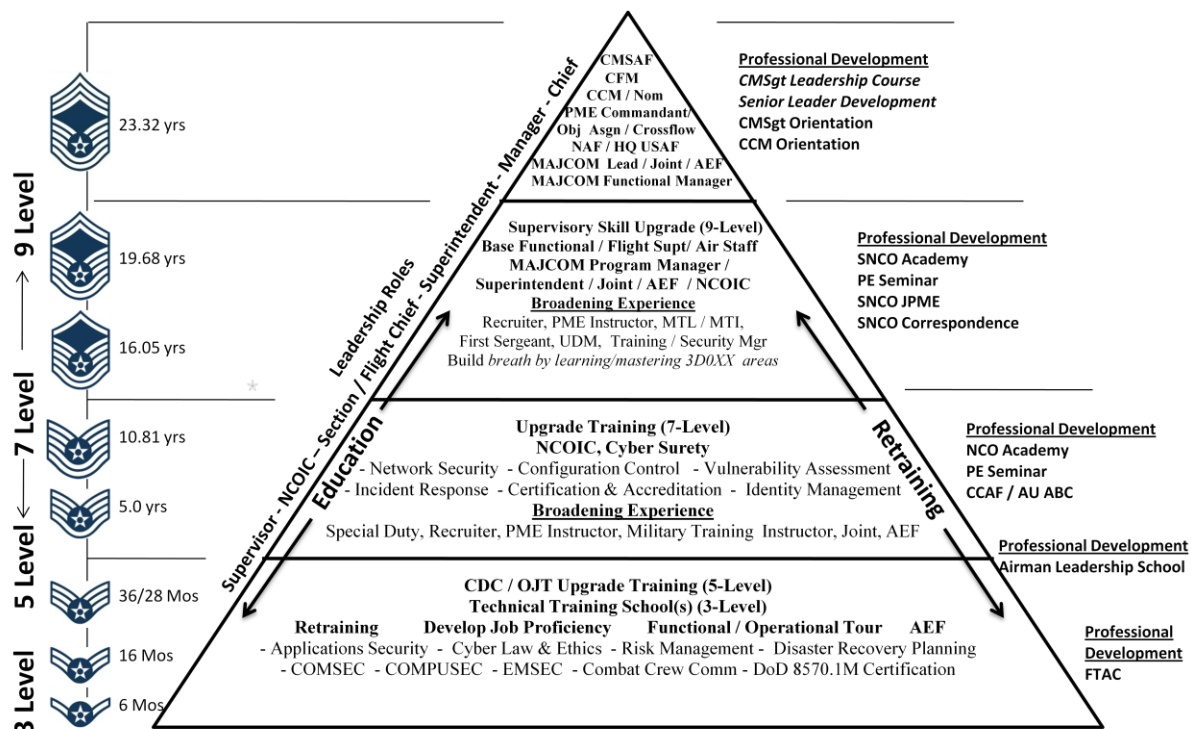
**4.3. Chief Enlisted Managers (CEM).** Manages system analysis and design, programming, systems operation and maintenance, resource management and security management. Directs activities for installing, maintaining, repairing, overhauling, deploying, and modifying cyberspace systems and equipment platforms. In addition, manages and directs network warfare operations in garrison and at deployed locations by performing duties to develop, sustain, and enhance network and electromagnetic capabilities to defend national interests from attack and to create effects in the cyberspace domain to achieve national objectives. Ensures personnel are trained, equipped, and available to perform the assigned mission. Communicates and coordinates with MAJCOM Functional Manager. This position serves at the operational level. Two unique CEM positions are:

**4.4. MAJCOM Functional Manager (MFM) for Cyber Operations.** (AFPD 36-22, *Air Force Military Training*; AFI 36-2201, *Air Force Training Program*; AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*; Air Force Enlisted Classification Directory).; Air Force Enlisted Classification Directory). Appointed by the MAJCOM Director of Communications (A6) or equivalent. Advises the MAJCOM/A6 and staff on 3D0X3 utilization and training issues. Serves as the MAJCOM voting representative during career field Utilization and Training Workshops. Assists in gathering inputs and data to complete enlisted grade allocation for Career Progression Group (CPG) reviews. Provides guidance to subordinate units on 3D0X3 personnel issues. Assists with the dissemination of information regarding Air Force and career field policies, plans, programs, and procedures to subordinate units. Assists in identifying qualified subject matter experts to help with the development of Specialty Knowledge Tests (SKT) and the Career Development Course (CDC). Acts as the primary MAJCOM reviewer on CDC training and classification waiver request packages. Coordinates on all MAJCOM 3D0XX staffing and manpower issues.

**4.5. Air Force Career Field Manager (AFCFM) for the Cyber Operations Management Career Field.** (AFPD 36-22, *Military Training*; AFI 36-2201, *Air Force Training Program*; AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*; Air Force Enlisted Classification Directory). Appointed by the Air Force Chief of Warfighting Integration and Chief Information Officer (SAF/XC). Advisor to the SAF/XC on all matters affecting the Cyber Operations career fields. Communicates directly with MFMs and AETC Training Managers to disseminate Air Force and career field policies and program requirements. Ensures development, implementation, and maintenance of the CFETP. Serves as the chairperson for the U&TW and uses it as a forum to determine and manage career field education and training requirements, as they apply to mission needs. Possesses final authority to waive CFETP requirements, including CDCs. Assists AETC training managers and course supervisors with planning, developing, implementing, and maintaining all AFSC-specific training courses. Assists in the development of AFSC-related manpower standards.

**5. Skills and Career Progression.** Adequate training is essential to timely progression of personnel from apprentice to superintendent skill levels and plays an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must do their part to plan, manage, and conduct effective training programs. The guidance provided in this part of the CFETP and the [3D0X3 CYBER SURETY CAREER PATH](#) table will ensure individuals receive viable training at appropriate points in their career. Airmen should also review career progression information tailored to their grade and AFSC on My Enlisted Development Plan (MyEDP), accessible through the Air Force Portal (AFP). Mandatory requirements for upgrade training to each skill level are covered in [Section C](#).

### 3D0X3 Career Path Chart



Note: Average Time in Service (TIS) based on 2008/2009 AF Promotion results. Refer to AFPC Web site for current information (<https://ask.afpc.randolph.mil>).

**6. Training Decisions.** This CFETP was developed to encapsulate an entire spectrum of training requirements for the Cyber Systems Operations career field, using a building block approach (simple to complex). Included in this spectrum was the strategy of when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and

eliminate a disjointed approach to training. The following training decisions were made by members of the 12-14 January 2009 Training Planning Team (TPT).

6.1. Proficiency Training. This training is job qualification for an assigned duty position. Additional qualification training becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time changes in techniques or procedures occur.

6.1.1. The 81 TRSS/TSQ (Q-Flight) develops AFJQs/AFQTPs to support tasks relating to Cyber Operations and Systems, functions, and duties. Completion of AFJQs/AFQTPs is mandatory by duty position for personnel in upgrade or qualification training.

**7. Community College of the Air Force (CCAF) Academic Programs.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. In order to be awarded the degree must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associate's degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. The College offers the Occupational Instructor Certification to instructors teaching full time in a CCAF affiliated school. To qualify, instructors must complete a 3 semester hour Instructor Methodology course, a 12 semester hour Teaching Internship, have two years teaching experience from date of Teaching Internship completion, hold an associate or higher degree, and be recommended by their commander/commandant.

7.2. The Computer Science Technology (0CYY) program applies to the 3D0X3 career field.

7.2.1. Degree Requirements: Individuals must hold the 5-skill level at the time of program completion.

	Semester hours
Technical Education .....	24
Leadership, Management, and Military Studies .....	6
Physical Education .....	4
General Education .....	15
Program Electives .....	15
<b>Total</b>	<b>64</b>

7.2.2. Technical Education (24 semester hours): A minimum of 12 semester hours of technical core subjects and courses must be applied and the remaining semester hours will be applied from technical core/technical elective subjects and courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject/course must be approved in advance by the technical branch of the CCAF Administrative Center.

7.2.3. Leadership, Management, and Military Studies (LMMS)(6 semester hours): Professional military education (PME) and/or civilian management courses accepted in transfer and/or by testing credit. See CCAF General Catalog for application of civilian management courses.

7.2.4. Physical Education (4 semester hours): Satisfied upon completion of basic military training.

7.2.5. General Education (15 semester hours): Courses must meet the criteria for application of courses to the General Education requirement and be in agreement with the definitions of applicable General Education subjects/courses as outlined in the CCAF General Catalog.

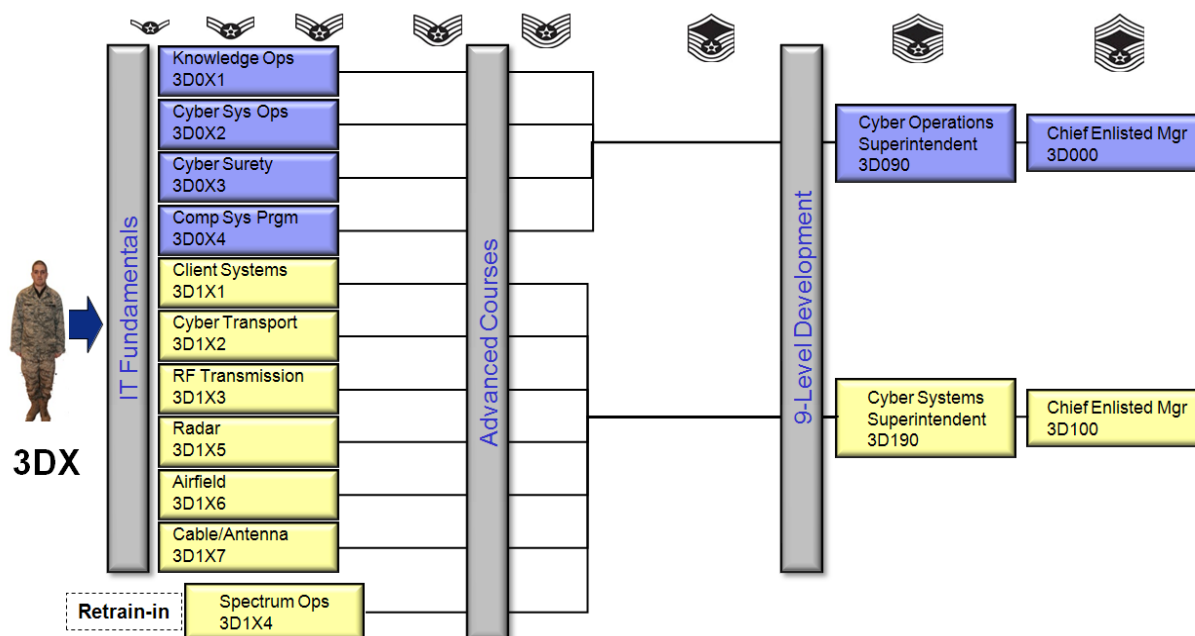
7.2.6. Program Elective (15 semester hours): Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through the Defense Language

Proficiency Test; maximum 6 Semester Hours of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

7.3. See the current CCAF General Catalog for details regarding the Associates of Applied Science in Computer Science Technology. The catalog is available at your education office or from <http://www.au.af.mil/au/ccaf/>.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain CCAF's accreditation through the Southern Association of Colleges and Schools.

**8. Career Field Path.** The following summarizes career progression and personnel allocations across the career ladder. 3D0XX personnel maintain their individual AFSC identifiers through the rank of MSgt. Upon promotion to SMSgt, 3D0X1/3D0X2/3D0X3/3D0X4 merge to become a 3D090. 3D090 compete for the rank of Chief to become a 3D000. Specific demographic information is available on the Web at <http://www.afpc.randolph.af.mil/demographics/>.



3D0X3, CYBER SURETY CAREER PATH				
	GRADE REQUIREMENTS			
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
<b>BMTS</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn	6 months		
<b>Upgrade To Journeyman</b> (5-Skill Level)  <b>MANDATORY</b>  - Minimum 12 months on-the-job (OJT) training.  - Minimum 9 months OJT training for retrainees.  - Complete appropriate CDC.  - Specific AFJQSS/AFQTPs for assigned location.  - Completion of 5-Level Training Track CBTs  <b>OPTIONAL</b>  AETC Supplemental training courses as determined by MAJCOM.	A1C  SrA	16 months  3 years	28 months	12 Years
<b>Airman Leadership School</b>  - Must be a SrA with 48 months time in service or be a SSgt Selectee.  - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b>  - Qualified and certified to perform the task to be trained.  - Must attend formal AF Training Course.  - Recommended by the supervisor.			
<b>Upgrade To Craftsman</b> (7-Skill Level)  <b>MANDATORY</b>	SSgt	5 years	3 years	20 Years

3D0X3, CYBER SURETY CAREER PATH				
	GRADE REQUIREMENTS			
<b>Education and Training Requirements</b>	<b>Rank</b>	<b>Average Sew-On</b>	<b>Earliest Sew-On</b>	<b>High Year Of Tenure (HYT)</b>
<ul style="list-style-type: none"> <li>- Minimum rank of SSgt.</li> <li>- 12 months OJT.</li> <li>- 6 months OJT for retrainees.</li> <li>- Complete Craftsman course, if applicable.</li> <li>- Completion of AFQTP 3DXXX-232A, Work Center Supervisor's Handbook.</li> <li>- Specific AFJQSS/AFQTPs for assigned location.</li> <li>- Completion of 7-Level Training Track CBTs.</li> </ul> <p><b>OPTIONAL</b></p> <p>AETC Supplemental training courses as determined by MAJCOM.</p>				
	<p><b>Certifier</b></p> <ul style="list-style-type: none"> <li>- Must be a SSgt with a 5-skill level or civilian equivalent.</li> <li>- Must attend formal AF Training Course.</li> <li>- Be a person other than the trainer except for AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements.</li> </ul>			
<p><b>Noncommissioned Officer Academy</b></p> <ul style="list-style-type: none"> <li>- Must be a TSgt or TSgt Selectee.</li> <li>- Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).</li> </ul>	<p>TSgt</p> <p>MSgt</p>	<p>10.8 years</p> <p>16.1 years</p>	<p>5 years</p> <p>8 years</p>	<p>24 years</p> <p>26 years</p>

3D0X3, CYBER SURETY CAREER PATH				
	GRADE REQUIREMENTS			
<b>Education and Training Requirements</b>	<b>Rank</b>	<b>Average Sew-On</b>	<b>Earliest Sew-On</b>	<b>High Year Of Tenure (HYT)</b>
- ANG/AFRC SSgt or TSgt may attend in-residence or complete by correspondence course.				
<b>USAF Senior NCO Academy</b>  - Must be a SMSgt or SMSgt Selectee.  - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).  - A percentage of top non-selects (for promotion to E-8) MSgts attend the SNCOA each year.  <b>Upgrade To Superintendent (9-Skill Level)</b>  <b>MANDATORY</b>  - Minimum rank of SMSgt.  - Completion of 9-Level Training Track. CBTs.  - Specific AFJQSS/AFQTPs for assigned location.	SMSgt	19.7 years	11 years	28 Years
<b>CHIEF MASTER SERGEANT LEADERSHIP COURSE (CLC)</b>  Attendance is limited to Chief Master Sergeants and Chief Master Sergeant selects.	CMSgt	22.3 years	14 years	30 years

NOTE 1: Published sew-on times are Air Force averages. Refer to the Air Force Personnel Center's homepage to determine career field specific information:  
<http://ask.afpc.randolph.af.mil/EProm/default.asp?prods3=5&prods2=2&prods1=1>.

NOTE 2: See Part II, Sections C and D for a list of AFJQSS/AFQTPs and AETC supplemental training.

NOTE 3: All core position tasks must be completed prior to upgrade.

## Section C - Skill Level Training Requirements

**9. Purpose.** The various skill levels in the career field are defined in terms of tasks and knowledge requirements for each skill level in the Cyber Surety field of the Cyber Operations career ladder. They are stated in broad, general terms and establish the standards of performance. Core tasks, knowledge items, and skill requirements for this specialty are identified in the STS, COL, CDCs, AFJQSs/AFQTPs, etc. Completion of the mandatory 3-level skill awarding course, CDCs, and applicable AFJQSs/AFQTPs define the Air Force core tasks for this specialty.

### 10. Specialty Qualification Requirements.

#### 10.1. Apprentice (3-Level) Training.

KNOWLEDGE	Systems Security Communications Security Emissions Security Security Tools Access Control Vulnerabilities and Countermeasures Certification and Accreditation Legal and Ethics Configuration Management Reporting Procedures Ports and Protocols Network Troubleshooting Basics Inter/Intra Agency Interaction Cryptology
EDUCATION	Completion of high school with courses in advanced mathematics, computer science, networking is desirable. Experience in systems administration in an UNIX, Linux/macOS, or Windows environment and/or software development, testing, and quality assurance is desired
TRAINING	Completion of the Cyber Surety Apprentice course, E3ABR3D033 01AA (PDS Code X01), See Part II, Section B for Course Objective List
EXPERIENCE	None required
OTHER	Requires routine access to Top Secret material or similar environment. Award and retention of AFSCs 3D033, requires completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Program Management  NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501
IMPLEMENTATION	Attendance at the Cyber Surety Apprentice course is mandatory for award of the 3-skill level unless waived by the 3D0XX AFCFM

### 10.2. Journeyman (5-Level) Training.

KNOWLEDGE	All 3D033 knowledge qualifications apply to the 3D053 requirements Completion of the 3DX5X and 3D053 Career Development Courses
TRAINING	No mandatory AETC training courses are required for upgrade Completion of 5-level training track CBTs
EXPERIENCE	Qualification in and possession of AFSC 3D033 Cyber Surety IA functions (i.e. COMSEC, EMSEC, COMPUSEC...) Completion of all STS core tasks Completion of applicable AFJQSS/AFQTPs Completion of all local tasks assigned for the duty position
OTHER	Requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3D0X3, requires completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Management Program
IMPLEMENTATION	Entry into formal journeyman upgrade training is accomplished once individuals are assigned to their first duty station. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Use CDCs, CBTs and AFJQSS/AFQTPs concurrently to obtain the necessary qualification for refresher and cross-utilization training.

### 10.3. Craftsman (7-Level) Training.

KNOWLEDGE	All 3D053 knowledge qualifications apply to the 3D073 requirements. Completion of AFQTP 3DXXX-232A, Work Center Supervisor's Handbook Computer System Project Management Computer System Planning
TRAINING	No mandatory AETC training courses are required for upgrade Completion of 7-level training track CBTs Completion of AFQTP 3DXXX-232A, Work Center Supervisor's Handbook
EXPERIENCE	Qualification in and possession of AFSC 3D053 Performing or supervising Cyber Surety IA functions (i.e. COMSEC, EMSEC, COMPUSEC...) Completion of all STS core tasks Completion of applicable AFJQSS/AFQTPs Completion of all local tasks assigned for the duty position
OTHER	Requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3D0X3, requires completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Management Program
IMPLEMENTATION	Entry into OJT is initiated when individuals obtain the necessary rank and skill level. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use CDCs and AFJQSS/AFQTPs concurrently to obtain the necessary qualification for refresher and cross-utilization training.

#### 10.4. Superintendent (9-Level) Training.

KNOWLEDGE	Resource Management Manpower and Organization Administrative Contract Management Training Management Software Maintenance Management Logistics Management Publications Management Records Management Deployment Management Base/Unit Functional Management Awards Programs
TRAINING	No mandatory AETC training courses are required for upgrade Completion of 9-level training track CBTs
EXPERIENCE	Qualification in and possession of AFSC 3D0XX Directing functions such as systems analysis or design, software development, teleprocessing systems operations and maintenance
OTHER	Eligibility for a Secret security clearance according to AFI 31-501, <i>Personnel Security Program Management</i> , is mandatory for award and retention of this skill level
IMPLEMENTATION	Entry into OJT is initiated when individuals are selected for the rank of SMSgt. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified

#### 10.5. Training Sources.

10.5.1. AFSC specific training – 336 TRS, Keesler AFB, MS at <https://keesler.af.edu/courseware/default.aspx>

10.5.2. CDCs 3D0X3 are available for upgrade purposes through the unit training manager. For individual qualification and cross-utilization training, CDCs are ordered through the unit training office.

10.5.3. AFJQSs/AFQTPs are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are developed by the 81 TRSS (Q-Flight), Keesler AFB, MS and may be downloaded from <https://keesler.af.edu/kqt/default.aspx> Procedures for requesting development of AFJQSs/AFQTPs are contained in AFI 36-2233, *Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training*. AFJQSs/AFQTPs are listed in Part II, Section C, of this CFETP.

### Section D - Resource Constraints

**11. Purpose.** This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Included are narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training, the resources needed, and actions required to satisfy the training requirements.

**12. Apprentice (3-Level) Training.** There are no constraints.

**13. Journeyman (5-Level) Training.** There are no constraints.

**14. Craftsman (7-Level) Training.** There are no constraints.

## ***Section E - Transition Training Guide***

There are currently no transition training requirements. This area is reserved.

## PART II

### Section A - Specialty Training Standard

**1. Implementation.** This STS will be used for technical training provided by AETC for the 3-level class beginning 27 October 2009, and graduating 9 December 2009.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core Tasks) identifies, by asterisk (\*), specialty-wide training requirements. NOTE: Core tasks are minimum task training requirements for upgrade to the 5-skill level.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. For initial certification or transcribing documentation complete the columns in accordance to AFI 36-2201.

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See the Air University catalog maintained at <http://www.au.af.mil/au/afiadl/> for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record* folder, and used according to AFI 36-2201.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS Individual responsibilities are listed in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

**3. Recommendations.** Comments and recommendations are invited concerning the quality of AETC training. A Training Feedback Hotline has been installed for the supervisors' convenience. For a quick response to concerns, call our Training Feedback Hotline at DSN 597-4566, fax us at DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

WILLIAM T. LORD, Lieutenant General, USAF  
DCS, Warfighting Integration  
Chief of Warfighting Integration and  
Chief Information Officer

Attachments:

1. IT Fundamentals Course Training Standard (CTS)
2. Specialty Training Standard (STS) 3D0X3

## PREFACE

NOTE 1: Dashed items in this CTS are not part of the original CTS created at the March 2009 IT Fundamentals conference however, they are the specific objectives taught in the IT Fundamentals course designed to meet the CTS requirements.

NOTE 2: Unless otherwise stated, students may be allowed two assists from the instructor and still successfully achieve the proper level of proficiency. An instructor assist is anytime an instructor must intercede to provide guidance to a student which leads to a satisfactory completion of the objective or to prevent the student from continuing in a manner that will lead to an unsatisfactory conclusion, safety violation, or damage to equipment.

NOTE 3: All 3-level tasks will be trained if a wartime surge is ordered.

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (nomenclature)
	b	Can determine step-by-step procedures for doing the task. (procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating principles)
	d	Can predict, isolate, and resolve problems about the task. (advanced theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (evaluation)
<b>Explanations</b>		
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)		
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.		
X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.		
NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.		

## 1. ELECTRONICS SUPPORT SUBJECTS

- |                |   |
|----------------|---|
| 1.1. Safety    | B |
| 1.2. First Aid | A |

## 2. DIGITAL NUMBERING SYSTEMS (Internal Data Representation)

- |                                    |   |
|------------------------------------|---|
| 2.1. Conversions                   |   |
| 2.1.1. Binary                      | B |
| 2.1.2. Hexadecimal                 | B |
| 2.1.3. Binary Coded Decimal        | A |
| 2.2. Calculate Hexadecimal Numbers | X |

## 3. BASIC COMPUTER FUNDAMENTALS

- |   |   |
|---|---|
| 3.1. Communications/Network Protocols:  |   |
| 3.1.1. Connection Oriented Communication  | A |
| 3.1.2. Connectionless Oriented Communication  | A |
| 3.1.3. International Standards Organization (ISO) Open Systems Interconnect (OSI) Model | A |
| 3.1.4. TCP/IP   | A |
| 3.1.5. Department of Defense (DoD) Standards Protocol                                   | A |
| 3.1.6. IPV4/IPV6  | A |
| 3.1.7. Ports (IP)   | A |
| 3.2. Network Theory/Components  |   |
| 3.2.1. Components   |   |
| 3.2.1.1. Component Principles   | B |
| 3.2.1.2. Central Processing Unit (CPU)  | A |
| 3.2.1.3. Computer memory  | A |
| 3.2.1.4. Input/output (I/O) Devices   | A |
| 3.2.1.5. Storage Devices  | A |
| 3.2.1.6. Peripherals (Printers, FAX, Scanners, etc.)                                    | A |
| 3.2.2. Network Types  |   |
| 3.2.2.1. Wired ( LAN, WAN, MAN)   | A |
| 3.2.2.2. Wireless   | A |
| 3.2.2.3. Virtual Private Network (VPN)  | A |
| 3.2.2.4. Video Teleconference   | A |
| 3.2.2.5. Topologies (Star, Ring, Bus, Hybrid, etc.)                                     | A |
| 3.3. Data Terminal Equipment/Data Communications equipment (DTE/DCE)                    |   |
| 3.3.1. Modems   | A |
| 3.3.2. Converters   | A |
| 3.3.3. Gateways   | A |
| 3.3.4. Multiplexing   |   |
| 3.3.4.1. Wave Division Multiplexing   | A |
| 3.3.4.2. Time Division Multiplexing   | A |

3.3.4.3. Switches	A
3.3.4.4. Multiplexers	A
3.3.4.5. Bridges/Routers	A
3.3.4.6. Encryption/COMSEC Devices (Data and Voice)	A
3.3.4.7. Communications Mediums	A
3.4. Software	
3.4.1. Operating Systems (UNIX, Windows, LINUX, etc.)	A
3.4.2. Applications (Word, Excel, Power Point, Share Point, etc.)	A
3.4.3. Infectious and Malicious Software	A
<b>4. CRYPTOLOGY (Bound &amp; Unbound)</b>	
4.1. Bulk Encryption	A
4.2. Information Encryption Techniques	A
4.3. Separation Requirements	A
<b>5. NETWORK FAULT ISOLATION TECHNIQUES</b>	
5.1. Network Error Detection	1a
5.2. Network Error Correction	1a
5.3. Network Flow Control	1a
5.4. Transmission Impairments	1a
5.5. Network Management Concepts and Responsibilities	B
<b>6. CYBER SECURITY</b>	
6.1. Cyber Vulnerabilities	A
6.2. Vulnerability Preventative Measures	A
6.3. Identity Management	A
6.4. Wireless Network Security	A
<b>7. COMMUNICATIONS AND INFORMATION PROFESSIONALS</b>	
7.1. Organizations	A
7.2. Communications Competencies	A
7.3. Expeditionary Communications	X
<b>8. OPERATIONAL RISK MANAGEMENT (ORM)</b> TR: AFIs 90-901, 91-301, 91-302; AFOSH STDs 91-50, 91-64	
8.1. ORM	A
<b>9. PUBLICATIONS AND DIRECTIVES</b> TR: AFIs 33-Series	
9.1. Department of Defense (DOD)	X
9.2. Air Force	X
9.3. Commercial/Vendor publications	X
9.4. DISA Publications	X
9.5. Technical Orders (TO)	A
9.6. Standard Installation Practices Technical Order (SIPTO)	A
9.7. Enterprise Information Architecture (EIA)/ Telecommunications Industry Association (TIA)	A
9.8. Military Standard (MIL STD)	X

**10. LEGAL/ETHICS** TR: USC TITLE 10, 18, 50; Joint Information Doctrine (Joint Pub 3-13); AF Information Operations Doctrine 2-5; Health Insurance Portability and Accountability Act (HIPA)

10.1. US Codes (e.g. Titles 10, 15, 18, 32, 50) (e.g. Constitutional Authority, legal aspects of rules of engagement, homeland defense, Posse Comitatus, US Charter Paradigm, Schmidt Analysis) A

10.2. Rules of Engagement (ROE)

10.2.1. Policy A

10.2.2. Security Tools A

10.2.3. Cyber Management Ethics A

10.2.4. System Monitoring A

10.3. Special Data Protection (i.e. sensitive personnel information) A

**11. C4I SECURITY** TR: ACP 122; AFDIR 33-303; AFIs 33-110, 33-129, 33-206, 33-219, 33-332; AFKAG-1&2; AFMAN 33-326; AFSSI 5021; DISAC 310-90-1; DOD 5200.1-R

11.1. Operations Security (OPSEC) TR: AFI 10-1101; AFPD 10-11

11.1.1. Definition X

11.1.3. Relationship of OPSEC to other security programs X

11.1.4. Vulnerabilities X

11.1.5. Critical Information X

11.2. Information Security TR: AFI 31-401; AFPD 31-4, 33-2

11.2.1. Information safeguards

11.2.1.1. Unclassified

11.2.1.1.1. Privacy Act (PA) A

11.2.1.1.2. For Official Use Only (FOUO) TR: AFSSI 5009 A

11.2.1.1.3. Sensitive Unclassified A

11.2.1.2. Classified A

11.3. Communications Security (COMSEC) TR: AFIs 33-211, 33-212; AFPD 33-2; AFI 31-401; AFPD 31-4

11.3.1. Definition A

11.3.2. Vulnerabilities A

11.3.3. Safeguarding Information A

11.4. Emission Security (EMSEC) TR: AFI 33-203; AFPD 33-2

11.4.1. Definition A

11.4.2. Notifications A

11.4.3. Vulnerabilities A

11.4.4. Protected Distribution System (PDS) A

11.5. Computer Security (COMPUSEC) TR: AFIs 33-202, 33-207; AFPD 33-2

11.5.1. Definition A

11.5.2. Vulnerabilities A

11.6. Physical Security TR: AFI 31-101; AFPD 31-1

11.6.1. Definition A

11.6.2. Secure Area Access Management X

11.6.3. Facility Security Requirements X

11.6.4. Classified Material Control	
11.6.4.1. Storage	A
11.6.4.2. Transport	A
11.6.4.3. Handling	A
11.6.4.4. Destruction	X
11.6.4.5. Classified Waste	X
11.7. Information Assurance TR: AFI 33-204	
11.7.1. Definition	A
11.7.2. Threats and Vulnerabilities	A
11.7.3. Protective Measures	A
11.8. Information Conditions (INFOCON)	A
<b>12. AIR AND SPACE EXPEDITIONARY FORCE (AEF)</b>	
12.1. Equipment (e.g. LOGDET)	X
12.2. Personnel (e.g. MANFOR)	X
<b>13. ENTERPRISE SYSTEMS</b> TR: AFI 13 Series	
13.1. Defense Information Systems Network (DISN)	A
13.2. Defense Switched Network (DSN)	A
13.3. Non-secure Internet Protocol Router Network (NIPRNET) TR: DISACs 370-P120-3, 310-P70-73, 310-P70-74, 310-P70-75	A
13.4. Secure Networks	
13.4.1. Secret Internet Protocol Router Network (SIPRNET)	A
13.4.2. Defense Red Switch Network (DRSN)	A
<b>14. ORGANIZATIONAL STRUCTURE</b>	
14.1. Communication Squadron	X
14.2. Combat Communications Squadrons	X
14.3. Expeditionary Communications Squadron	X
14.4. Air Force Network Operations (AFNETOPS)	X
14.5. Air Force Network Operations Center (AFNOC)	X
14.6. Integrated Network Operations and Security Center (INOSC)	X
14.7. Enterprise Service Unit (ESU)	X
14.8. Area Processing Center (APC)	X
14.9. Enterprise Service Desk (ESD)	X
<b>15. CYBER OPERATIONS</b>	
15.1. Structure	A
15.2. Missions	
15.2.1. Offensive	A
15.2.2. Defensive	A
15.2.3. Exploitation	A
15.2.4. Other (e.g. Influence Operations (IFO), Electronic Warfare (EW))	A
15.3. Network Warfare Fundamentals	
15.3.1. Control Systems (e.g. Supervisory Control and Data Acquisition (SCADA) networks)	A

15.3.2. Identify Tactical Data Link (TADL) networks	A
15.3.3. Network Exploitation Capabilities	A
15.4. Cyber Capabilities	
15.4.1. Affects on adversary decision makers	A
15.4.2. Role of cyber operations in achieving military and national goals and objectives	A
15.4.3. Information Superiority	X
15.4.4. Role of Air Force Network Operations Center (AFNOC)	X
15.4.5. Role of Integrated-Network Operations and Security Centers (I-NOSCs)	X
15.4.6. Role of Network Control Center (NCC)	X
15.4.7. Role of an Air and Space Operations Center (AOC)	X
15.4.8. Role of Information Warfare Flight (IWF)	X
15.4.9. Ops Defensive Measures	A
15.4.10. Ops Capabilities	A

## PREFACE

NOTE 1: Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at:

DOD Issuances and OSD Administrative Instructions at <http://www.dtic.mil/whs/directives/>  
Air Force publications at <http://www.e-publishing.af.mil/>.  
AFSSIs at <https://private.afca.af.mil/ip/>  
DISA Circulars and Instructions at <http://www.disa.mil/main/about/publications.html>  
Technical Orders (TO) at <https://www.toindex-s.wpafb.af.mil/>  
Online Reference Ware and CBTs: <https://www.my.af.mil/faf/FAF/fafHome.jsp> (Under IT E-Learning)

NOTE 2: Knowledge and/or performance tasks are defined in the AFJQS. AFJQS items set the standard for qualification and certification and are mandatory for use in conjunction with this STS when applicable to the duty position.

NOTE 3: AFQTP 3DXXX-232A, Work Center Supervisor's Handbook is mandatory for upgrade to the 7-skill level in all 3DXXX career fields.

NOTE 4: All objectives are trained during wartime.

NOTE 5: Commanders, supervisors and trainers will use TBA to track and manage training for all 3DXXX personnel.

NOTE 6: When an AFJQS is loaded into TBA, AFJQS task numbering will vary from the STS. The numbering scheme is defined by your work center specific master training plan.

NOTE 7: Third person certification is not required for all Cyber Support Specialist personnel. However, members (to include civilians and contractors) assigned to crew positions are still required position certification through Standards-and-Evaluation processes in accordance AFI 13-302 volume 2, *AFCYBER Stan-Eval Program*.

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<b>Explanations</b> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.</p> <p>(-) When this code is used in the Core Task Column it indicates that the qualification is a local determination.</p> <p>(5) When this code is used in the Core Task Column it indicates the CFM has mandated this task as a core 5-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p> <p>(7) When this code is used in the Core Task Column it indicates the CFM has mandated this task as a core 7-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p> <p>(5*) When this code is used in the Core Task Column it indicates the CFM has selected this task as core 5-level tasks if loaded to the unit's WTA. This code indicates that training to satisfy this requirement is normally provided through OJT.</p> <p>(7*) When this code is used in the Core Task Column it indicates the CFM has selected this task as core 7-level tasks if loaded to the unit's WTA. This code indicates that training to satisfy this requirement is normally provided through OJT.</p>		

**CDC column.** The use of proficiency coding indicates the level of knowledge training provided by the CDCs, The CDC column will now identify the subject knowledge level covered in the CDC. Information pertaining to the meaning of the code can be located in the STS coding system table.

**CFETP versus AFJQS task coding.** AFJQSs/AFQTPs annotated in the CFETP with an "X" denotes the AFJQS is mandatory. Within the AFJQS are individual tasks that are coded either "X" or "X\*". If the tasks are coded "X," they are mandatory. If coded "X\*," they are duty position specific.

<p align="center"><i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i></p> <p align="center">Personal Data – Privacy Act of 1974</p>		
PRINTED NAME OF TRAINEE ( <i>Last, First, Middle Initial</i> )	INITIALS ( <i>Written</i> )	Last 4 of SSAN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>1. CYBER SURETY CAREER FIELD</b> TR: AFH 33-337; AFIs 10-400, 33-100, 33-101, 33-115 Vols 1 & 3, 33-150; AFMAN 36-2108; 3D0X3 CFETP; AFI 10-400; AFECDD										
1.1. Structure	-						-	-	-	-
1.2. Progression within Air Force Specialty Code 3D0X3	5						-	-	-	-
1.3. Read CFETP 3D0X3, Part I	5						-	-	-	-
1.4. Air Force Specialty Code 3D0X3										
1.4.1. Explain duties of AFSC	5						A	A	-	-
1.4.2. Explain responsibilities of AFSC	5						A	A	-	-
1.4.3. AFSC core competencies	-						-	-	-	-
1.4.4. Qualifications	-						-	-	-	-
1.4.5. Customer relations	5						-	-	-	-
1.4.6. Associated career family AFSCs	5						A	A	-	-
<b>2. OPERATIONAL RISK MANAGEMENT (ORM)</b> TR: AFIs 90-901, 91-301, 91-302; AFOSH STDs 91-50, 91-64, 91-501										
2.1. ORM	5						-	A	-	-
2.2. AFOSH Standards for AFSC	5						A	A	-	-
2.3. Hazards of the AFSC	5						A	A	-	-
2.4. Practice safety precautions:										
2.4.1. Maintenance actions.	-						-	-	-	-
2.4.2. Energized equipment.	-						-	-	-	-
2.4.3. Around High Voltage equipment	-						-	-	-	-
2.4.4. In Radio Frequency (RF) hazard environments. TR: AFOSH Std 48-9, chap 2; TO 31Z-10-4; and command and local directives	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.4.5. Working with compressed gas cylinders. TR: AFOSH Std 91-50, chap 2.15.-2.15.3; TO 42B5-1-2; and command and local directives	-						-	-	-	-
2.4.6. When handling hazardous materials. TR: AFOSH Std 91-50, paras 2.13 and 2.14; AFOSH Std 91-68; TO 00-25-213	-						-	-	-	-
2.5. Safety and personal protective equipment. TR: AFOSH Std 91-50, ch 2; AFOSH Std 91-66; TO 00-25-245, and command and local directives										
2.5.1. Use	-						-	-	-	-
2.5.2. Maintain	-						-	-	-	-
2.5.3. Inspect	-						-	-	-	-
2.6. Perform general housekeeping	5						-	-	-	-
2.7. Fire protection procedures. TR: AFOSH Std 91-10, chap 2; AFOSH Std 91-66, chap 1.7-1.7.2.4; and command and local directives										
2.7.1. Describe classes of extinguishers	-						-	-	-	-
2.7.2. Describe fire protection procedures for electronic equipment	-						-	-	-	-
2.7.3. Describe fire protection procedures for critical communications facilities	-						-	-	-	-
2.8. Work center safety program. TR: AFI 91-202, chaps 1, 2.2. thru 2.3, and 4; AFI 91-301, sec B, paras 7-7.4, 12, 13, sec C, and attachments; ; AFQTP 3DXXX-232A; command and local directives										
2.8.1. Manage work center program	-						-	-	-	-
2.8.2. Conduct Job Safety Analysis	-						-	-	-	-
2.8.3. Document AF Forms 55	-						-	-	-	-
2.8.4. Conduct inspections	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>3. PUBLICATIONS AND DIRECTIVES</b> TR: AFIs 33-Series; <a href="#">AF Records Distribution System</a> ; <a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>										
3.1 Department of Defense (DOD) / Joint	-						-	A	-	-
3.2. Air Force	-						-	A	-	-
3.3. Allied Communications Publications (ACP)	-						-	A	-	-
3.4. Commercial/vendor publications	-						-	A	-	-
3.5. DISA Publications	-						-	A	-	-
3.6. Technical Orders (TO)										
3.6.1. Describe Technical Order System. TR: AFI 21-303; TO 00-5-1; TO 00-5-18	5						-	A	-	-
3.6.2. Locate TO numbers and titles in each TO index TR: TO 00-5-1; TO 00-5-18; <a href="https://www.toindex.s.wpafb.af.mil/">https://www.toindex.s.wpafb.af.mil/</a> ; Applicable TO index	-						-	-	-	-
3.6.3. Identify Time Compliance Technical Orders (TCTO) procedures TR: AFCSM 21-568 (V2) ( <a href="https://ceds.ssg.gunter.af.mil/pubs.asp?a=1066">https://ceds.ssg.gunter.af.mil/pubs.asp?a=1066</a> ); AFI 33-150; TO 00-5-15; and applicable TCTOs	-						-	-	-	-
3.6.4. Implement Time Compliance Technical Orders (TCTO) procedures and document completion TR: AFCSM 21-568 (V2) ( <a href="https://ceds.ssg.gunter.af.mil/pubs.asp?a=1066">https://ceds.ssg.gunter.af.mil/pubs.asp?a=1066</a> ); AFI 33-150; TO 00-5-15; and applicable TCTOs	-						-	-	-	-
3.6.5. Prepare local work cards, checklists and job guides TR: TO 00-5-1; and command and local directives	-						-	-	-	-
3.7. Standard Installation Practices Technical Order (SIPTO)	-						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.8. Enterprise Information Architecture (EIA)/ Telecommunications Industry Association (TIA)	-						-	A	-	-
3.9. Military Standard (MIL STD)	-						-	A	-	-
3.10. Use publications when performing work	5						-	-	-	-
<b>4. LEGAL/ETHICS</b> TR: AFDD 2-5, <a href="#">Health Insurance Portability and Accountability Act (HIPAA)</a> , <a href="#">Joint Publication (JP) 3-13</a> , <a href="#">Information Operations</a> , <a href="#">USC TITLE 10, 18 and 50</a>										
4.1. Identify and explain US Codes (e.g. Titles 10, 15, 18, 32, 50) (e.g. Constitutional Authority, legal aspects of rules of engagement, homeland defense, Posse Comitatus, US Charter Paradigm, Schmidt Analysis)	-						-	A	-	-
4.2. Rules of Engagement (ROE)										
4.2.1. Policy	5						-	-	-	-
4.2.2. Security tools	5						-	-	-	-
4.2.3. Network Management Components	5						-	-	-	-
4.2.4. System Monitoring	5						-	-	-	-
4.3. Special Data protection (e.g. sensitive personnel information)	-						-	-	-	-
<b>5. C4I SECURITY</b> TR: <a href="#">ACP 122</a> ; AFIs 33-129, 33-138, 33-219, 33-332; AFKAG-1&2; AFMAN 33-326; DOD 5200.1-R										
5.1. Operations Security (OPSEC) TR: AFI 10-701; AFRPD 10-7										
5.1.1. Definition	-						-	B	-	-
5.1.2. Background	-						-	-	-	-
5.1.3. Relationship of OPSEC to other security programs	-						-	B	-	-
5.1.4. Vulnerabilities	-						-	-	-	-
5.1.5. Critical information	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
5.2. Information Security TR: AFI 31-401; AFD 31-4, 33-2										
5.2.1. Definition	-						-	B	-	-
5.2.2. Classification process	-						-	-	-	-
5.2.3. Declassification process	-						-	-	-	-
5.2.4. Information safeguards										
5.2.4.1. Privacy Act (PA)	-						-	A	-	-
5.2.4.2. For Official Use Only (FOUO)	-						-	A	-	-
5.2.4.3. Sensitive Unclassified	-						-	A	-	-
5.2.4.4. Classified	-						-	A	-	-
5.3. Communications Security (COMSEC) TR: AFIs 31-401, 33-201V2/V3; AFDs 31-4, 33-2										
5.3.1. Definition	5						-	B	-	-
5.3.2. Vulnerabilities	5						-	B	-	-
5.3.3. Safeguarding information	5						-	B	-	-
5.3.4. Identify insecurities	5						-	B	-	-
5.3.5. Report insecurities	5						-	A	-	-
5.3.6. Protect COMSEC material TR: AFI 33-201(V2), sec E, paras 20.1 thru 20.6.1 and local COMSEC directives										
5.3.6.1. Store COMSEC material equipment TR: AFI 33-201(V2), sec E, paras 19.1 thru 19.5 and local COMSEC directives	-						-	-	-	-
5.3.6.2. Store Controlled Cryptographic equipment TR: AFI 33-201(V2), sec E, paras 19.1 thru 19.5 and local COMSEC directives	-						-	-	-	-
5.3.7. Inventory COMSEC documents and/or equipment TR: AFI 33-201(V2), sec F, para 21.1 thru 21.14 and local COMSEC directives	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3.8. Page check COMSEC documents TR: AFI 33-201(V2), sec F, paras 22.1 thru 22.3.4 and local COMSEC directives	-						-	-	-	-
5.3.9. Post amendments to COMSEC documents TR: AFI 33-201(V2), sec F, paras 23.1 thru 23.2 and local COMSEC directives	-						-	-	-	-
5.3.10. Explain procedures for destroying cryptographic equipment and materials TR: AFI 33-201(V2), sec G, paras 27 thru 32 and local directives	-						-	-	-	-
5.3.11. Explain how to report physical, personnel, and cryptographic security violations TR: AFI 33-201(V2/V3), and local directives	-						-	-	-	-
5.3.12. Protect Major Command/Field Operating Agency (MAJCOM/FOA) Mission Critical Information TR: AFI 10-701; AFD 10-7; MAJCOM/FOA directives; and local directives	-						-	-	-	-
5.4. Emission Security (EMSEC) TR: AFI 33-203V1; AFD 33-2										
5.4.1. Definition	-						-	B	-	-
5.4.2. Notifications	-						-	B	-	-
5.4.3. Vulnerabilities	-						-	B	-	-
5.4.4. Protected Distribution System (PDS)	-						-	B	-	-
5.5. Computer Security (COMPUSEC) TR: AFIs 33-202, 33-207; AFD 33-2										
5.5.1. Definition	5						-	B	-	-
5.5.2. Vulnerabilities	5						-	B	-	-
5.5.3. Processing classified information	5						-	B	-	-
5.5.4. Identify insecurities	5						-	B	-	-
5.5.5. Report insecurities	5						-	A	-	-
5.6. Physical Security TR: AFI 31-101; AFD 31-1										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
5.6.1. Definition	5						-	A	-	-
5.6.2. Secure area access management	-						-	B	-	-
5.6.3. Facility security requirements	-						-	B	-	-
5.6.4. Identify violations procedures	-						-	-	-	-
5.6.5. Report violations procedures	5						-	-	-	-
5.6.6. Classified material control										
5.6.6.1. Storage	5						-	B	-	-
5.6.6.2. Transport	5						-	B	-	-
5.6.6.3. Handling	5						-	B	-	-
5.6.6.4. Destruction	-						-	B	-	-
5.6.6.5. Classified waste	-						-	B	-	-
5.6.6.6. Marking	-						-	B	-	-
5.7. Information Assurance TR: AFI 33-200										
5.7.1. Definition	5						-	B	-	-
5.7.2. Certification and accreditation process	-						-	A	-	-
5.8. Information Conditions (INFOCON)	5						-	B	-	-
<b>6. IT REQUIREMENTS</b> TR: AFI 33-401, AFTTP 3-2.22										
6.1. Lifecycle	-						-	A	-	-
6.2. Procurement	-						-	A	-	-
6.3. Integrated Technical Reference Model (iTRM)	-						-	A	-	-
<b>7. MANAGEMENT OF PROCESSES</b> TR: AFIs 33-104, 33-150, 36-2201, 63-124, 63-501, 63-1101, 64-102; AFPD 36-5, 64-1; AFQTP 3D1XX-201H; <a href="#">Federal Acquisition Regulation (FAR) Part 39</a> ; <a href="#">OMB Circular A-130</a> ; TO 00-33A-1001-WA-1										
7.1. Management Policies										
7.1.1. Equipment Readiness	-						-	-	-	-
7.1.2. Staffing and Utilization	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
7.1.3. Training										
7.1.3.1. Document Training	5						-	-	-	-
7.1.3.2. Evaluate newly assigned personnel and identify individual training requirements TR: Applicable AFI 36-2201; AFI 33-150; AFJQS 3DXXX-232A; Applicable CFETP; Unit Training Manual	5						-	-	-	-
7.1.3.3. Conduct On-the-Job Training (OJT) TR: AFI 36-2201; AFJQS 3DXXX-232A; and local directives	5						-	-	-	-
7.1.3.4. Evaluate quality of OJT and provide trainee feedback TR: AFI 36-2201; AFJQS 3DXXX-232A	5						-	-	-	-
7.1.3.5. Develop Master Training Plan	7						-	-	-	-
7.1.4. Quality Assurance (QA)										
7.1.4.1. Perform self inspection	5						-	-	-	-
7.1.4.2. Evaluate Equipment	7						-	-	-	-
7.1.4.3. Document results	5						-	-	-	-
7.1.5. Automated Information Systems (AIS)										
7.1.5.1. Integrated Maintenance Data System	-						-	-	-	-
7.1.5.2. Remedy	-						-	-	-	-
7.1.5.3. Asset Inventory Management System	-						-	-	-	-
7.1.5.4. Training Business Area	-						-	-	-	-
7.1.6. Communications Focal Point TR: AFQTP 3D1XX-200D	-						-	-	-	-
7.1.7. Logistics Support										
7.1.7.1. Submit Price Challenges TR: AFMAN 23-110, vol 7, part 4	-						-	-	-	-
7.1.7.2. Report Item and Packaging Discrepancies TR: AFJMAN 23-215	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
7.1.7.3. Report Uniform Source, Maintenance and Recoverability Code and Air Force Expendability, Recoverability, Reparability Category Code Discrepancies TR: AFJI 21-106; TOs 00-20-3, chap 1; 00-25-195-WA-1	-						-	-	-	-
7.1.7.4. Submit Deficiency Reports TR: TO 00-35D-54-WA-1, chap 3	-						-	-	-	-
7.1.7.5. Research and identify part and stock numbers TR: Applicable equipment TOs, Federal Logistics (FEDLOG) program	-						-	-	-	-
7.1.7.6. Maintain supply listings and reports (D04, D18, M30, D23, or equivalent Core Automated Maintenance System [CAMS]) TR: AFMAN 23-110 (V2), part 13, chap 5	-						-	-	-	-
7.1.7.7. Use/maintain bench stock TR: AFMAN 23-110 (V2), part 2, chap 25; part 13, chap 3; and local directives	-						-	-	-	-
7.1.7.8. Use/maintain supply point stock TR: AFMAN 23-110 (V2), part 2, chap 24, attch 24A4 and 24A5; AFMAN 23-110 (V2) part 13, chap 3; TO 00-20-3-WA-1, chap 3										
7.1.7.8.1. Request and validate adjusted stock levels (special levels) TR: AFMAN 23-110 (V2), part 2, chap 19; AFMAN 23-110 (V2) part 13, chap 3	-						-	-	-	-
7.1.7.9. Describe procedures for recovering and turning in precious metals TR: AFMAN 23-110 (V2), part 13, chap 1.15; and local directives	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
7.1.7.10. Process and control repair cycle assets Due In For Maintenance (DIFM) TR: AFMAN 23-110 (V2), part 2, chap 24; AFMAN 23-110 (V2), part 13, chap 6; TO 00-20-3-WA-1, chaps 2 and 3, and Table 2-1	-						-	-	-	-
7.1.7.11. Initiate Not Repairable This Station (NRTS) actions TR: AFI 33-150; TO 00-20-3-WA-1, chaps 3 and 6, and Table 1-1	-						-	-	-	-
7.1.7.12. Initiate contract repair (AF Form 9) TR: AFI 64-102; AFMAN 23-110 (V2), part 13, chap 8, sec 8H; Command and local directives	-						-	-	-	-
7.1.7.13. Maintain Custodian Authorization/Custody Receipt Listing (CA/CRL) equipment accounts TR: AFMAN 23-110 (V2), part 13, chap 8, secs 8C and 8F; and local directives	-						-	-	-	-
7.1.8. Production Work Centers TR: AFQTP 3DXXX-232A, AFQTP 3D1XX-200D										
7.1.8.1. Report Status	5						-	-	-	-
7.1.8.2. Document actions	5						-	-	-	-
7.1.8.3. Develop work schedules	7						-	-	-	-
7.1.8.4. Report Publication Errors and Form Deficiencies TR: AFI 33-360V2	-						-	-	-	-
7.1.8.5. Report Technical Order Improvements TR: TO 00-5-1	5						-	-	-	-
7.1.9. Deployed Processes	-						-	-	-	-
7.1.10. Modification Management										
7.1.10.1. Control Configuration	7						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
7.1.10.2. Initiate Modification Proposals TR: AFI 63-1101	-						-	-	-	-
7.1.11. Cyberspace infrastructure planning system										
7.1.11.1. CSIRs	-						-	A	-	-
7.1.11.2. CIPS CVC tool	-						-	-	-	-
7.1.12. Administrative Contract Management TR: AFQTP 3DXXX-213R										
7.1.12.1. Types of Contracts										
7.1.12.1.1. Time and material	7						-	-	-	-
7.1.12.1.2. Firm fixed price	7						-	-	-	-
7.1.12.1.3. Sole source	7						-	-	-	-
7.1.12.1.4. Performance based	7						-	-	-	-
7.1.12.1.5. Indefinite delivery indefinite quantity	-						-	-	-	-
7.1.12.1.6. Blanket Purchase Agreement (e.g. AFWAY, PCOE)	7						-	-	-	-
7.1.12.2. Responsibilities										
7.1.12.2.1. Quality Assurance Program Coordinator	-						-	-	-	-
7.1.12.2.2. Functional director/commander	-						-	-	-	-
7.1.12.2.3. Quality assurance personnel	-						-	-	-	-
7.1.12.2.4. Unit contract monitor	-						-	-	-	-
7.2. Information Management TR: AFD 33-3; AFIs 33-119, 33-321, 33-129; AFH 33-337; AFMANs 33-128, 33-326; 37-104 (will convert to AFI 33-396)										
7.2.1. Electronic Communications	-						-	A	-	-
7.2.2. Internet policy familiarization	-						-	A	-	-
7.2.3. E-mail Management										
7.2.3.1. Policy	-						-	A	-	-
7.2.3.2. E-mail etiquette	-						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
7.3. Air Force Portal TR: AF EIM CONOP; AF EIM Strategy; <a href="#">AF Portal Publishing Training Site</a> ; Air Force Portal Content Publishing Training Guides										
7.3.1. Program objectives	-						-	A	-	-
7.3.2. Roles	-						-	A	-	-
7.3.3. Enterprise Information Management (EIM)										
7.3.3.1. Definition	-						-	A	-	-
7.3.3.2. Capabilities	-						-	A	-	-
7.3.4. Collaborative Tools										
7.3.4.1. Community of Practice (CoP)	-						-	A	-	-
7.3.4.2. Defense Connect Online (DCO)	-						-	A	-	-
7.3.4.3. SharePoint	-						-	-	-	-
7.4. Records Management Program TR: AFRPDs 33-1, 33-3; AFIs 33-322, 33-364; AFMANs 37-104 (will convert to AFI 33-396), 33-363; AF Records Information Management System (AFRIMS); AF Electronic Records Management Solution Guide										
7.4.1. Program objectives	-						-	A	-	-
7.4.2. Definition of official records	-						-	B	-	-
7.4.3. Responsibilities	-						-	A	-	-
7.4.4. Electronic Records (E-Records) Environment Management										
7.4.4.1. Business rules for electronic files (e-files)	-						-	B	-	-
7.4.5. Files Maintenance Disposition Plan (Paper/Electronic)										
7.4.5.1. File and retrieve documents	-						-	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
7.4.5.2. Cutoff procedures (paper /electronic)	-						-	B	-	-
7.4.6. Managing deployed records	-						-	A	-	-
7.4.7. Destruction	-						-	B	-	-
7.5. Functional Management TR: <a href="#">AFECD</a> ; AFIs 33-101, 36-2201V1, 36-2845, 38-101; AFMAN 37-104; AFQTP 3D0X1-225E ; 3D0X3CFETP										
7.5.1. Responsibilities										
7.5.1.1. AF Career Field Manager	7						-	A	-	-
7.5.1.2. MAJCOM Functional Manager	7						-	A	-	-
7.5.1.3. Base Functional Manager	7						-	A	-	-
7.5.2. Resource Management										
7.5.2.1. Manpower products	-						-	-	-	-
7.5.2.2. Manpower studies	-						-	-	-	-
7.5.2.3. Authorization /Organizational Change Request process	-						-	-	-	-
7.5.2.4. Manpower standards	-						-	-	-	-
7.5.2.5. Allocating personnel	-						-	-	-	-
7.5.2.6. Job rotations	-						-	A	-	-
7.5.3. Comm and Info awards program	-						-	-	-	-
7.5.4. Workshops										
7.5.4.1. Utilization and Training Workshop (U&TW)	7						-	A	-	-
7.5.4.2. Training Advisory Groups	-						-	A	-	-
7.5.4.3. Occupational survey	-						-	A	-	-
<b>8. EXPEDITIONARY COMMUNICATIONS &amp; INFORMATION (C&amp;I) CONCEPTS</b> TR: AFDD 2-4; AFIs 10-401, 10-403, 21-109, 33-201V2, AFMAN 23-110										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
8.1. Describe Joint Task Force (JTF) Organizational Structure										
8.1.1. Unified/Combatant Commands (COCOM)	-						-	-	-	-
8.1.2. Air Force Component Commander (AFCC)	-						-	-	-	-
8.1.3. Joint Force Air Component Commander (JFACC)	-						-	-	-	-
8.1.4. Commander Air Force Forces (COMAFFOR)	-						-	-	-	-
8.2. Describe the Concepts of Aerospace Expeditionary Force (AEF) Employment										
8.2.1. AEF Tempo Banding	-						-	A	-	-
8.2.2. Enabler Forces	-						-	-	-	-
8.2.3. Deployment Planning and Execution	-						-	-	-	-
8.3. Describe the following UTC processes										
8.3.1. Defined	-						-	-	-	-
8.3.2. Development										
8.3.2.1. Designed Operational Capability (DOC)	-						-	-	-	-
8.3.2.2. AEF UTCs										
8.3.2.2.1. Unit Type Code (UTC)	5						-	A	-	-
8.3.2.2.2. Equipment (e.g. LOGDET)	7						-	A	-	-
8.3.2.2.3. Personnel (e.g. MANFOR)	7						-	A	-	-
8.4. Posturing	7						-	-	-	-
8.5. Sourcing	7						-	-	-	-
8.6. Readiness Status Reporting										
8.6.1. Status of Resources and Training (SORTS)	-						-	-	-	-
8.6.2. AEF UTC Reporting Tool (ART)	7						-	-	-	-
8.7. Understand Force Module communications support concept										
8.7.1. Open the Air Base	7						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
8.7.2. Command and Control	7						-	-	-	-
8.7.3. Establish the Air Base	7						-	-	-	-
8.7.4. Generate the Mission	7						-	-	-	-
8.7.5. Operate the Air Base	7						-	-	-	-
8.7.6. Robust the Air Base	7						-	-	-	-
8.8. Deployment Procedures										
8.8.1. Develop load plan	-						-	-	-	-
8.8.2. Explain pallet build-up procedures	-						-	-	-	-
8.8.3. Explain hazardous cargo preparation	-						-	-	-	-
8.8.4. Prepare documentation	-						-	-	-	-
8.8.5. Determine site selection requirements	-						-	-	-	-
8.8.6. Determine site preparation requirements	-						-	-	-	-
8.8.7. Determine site configuration requirements	-						-	-	-	-
8.8.8. Determine requirements for constructing deployment site utility grids	-						-	-	-	-
<b>9. TYPICAL DEPLOYABLE COMM MISSIONS</b> TR: <a href="#">AFPAM 10-100</a> , MAJCOM and Local Directives										
9.1. Deployable COMM missions:										
9.1.1. Contingency Response Groups	-						-	A	-	-
9.1.2. Theater Deployable Communications (TDC)	-						-	A	-	-
9.1.3. Deployable Air Traffic Control Systems (DATCALS)	-						-	A	-	-
9.1.4. Engineering Installation	-						-	A	-	-
9.1.5. C4ISR Platforms										
9.1.5.1. Air Operations Centers	-						-	A	-	-
9.1.5.2. Ground Theater Air Control Systems (Air Control Squadrons)	-						-	A	-	-
9.1.5.3. Air Support Operations Centers	-						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
9.1.5.4. Unmanned Aerospace Systems (UAS)										
9.1.5.4.1. Global Hawk	-						-	A	-	-
9.1.5.4.2. Predator and Reaper	-						-	A	-	-
9.1.5.5. Installation Notification and Warning System	-						-	A	-	-
9.1.5.6. American Forces Network (AFN)	-						-	A	-	-
9.1.5.7. Aeromedical Evacuation Support	-						-	A	-	-
<b>10. ENTERPRISE SYSTEMS</b> TR: AFI 13 Series, <a href="#">CJCSI 6211.02C</a> , Joint Pub 6-0										
10.1. Combat Information Transport System (CITS)	-						-	A	-	-
10.2. Global Command and Control Systems (GCCS)	-						-	A	-	-
10.3. Global Combat Support Systems (GCSS)	-						-	A	-	-
10.4. Global Information Grid (GIG)	-						-	A	-	-
10.5. Defense Information Systems Network (DISN)	-						-	B	-	-
10.6. Defense Switched Network (DSN)	-						-	B	-	-
10.7. Non-secure Internet Protocol Router Network (NIPRNET)	-						-	B	-	-
10.8. Secure Networks										
10.8.1. Secret Internet Protocol Router Network (SIPRNET)	-						-	B	-	-
10.8.2. Defense Red Switch Network (DRSN)	-						-	A	-	-
10.8.3. Joint World-wide Intelligence Communications System (JWICS)	-						-	A	-	-
10.8.4. National Security Agency (NSA) Net	-						-	A	-	-
10.8.5. Global Broadcast Service (GBS)	-						-	A	-	-
10.8.6. Global Positioning System (GPS)	-						-	A	-	-
10.8.7. Distributed Common Ground System (DCGS)	-						-	A	-	-
10.8.8. Battle Control System – Fixed	-						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
10.8.9. Theater Battle Management Core Systems (TBMCS)	-						-	A	-	-
10.9. Nuclear Command and Control Systems TR: AFQTP 3DXXX-232A										
10.9.1. National Military Command Center (NMCC)	-						-	A	-	-
10.9.2. Global High Frequency Network	-						-	A	-	-
10.9.3. Strategic Automated Command and Control System (SACCS)	-						-	A	-	-
10.9.4. Military Strategic and Tactical Relay (MILSTAR) Satellite	-						-	-	-	-
10.9.5. Minimum Essential Emergency Communications Network (MEECN)	-						-	-	-	-
10.10. Space Systems Elements TR: AFQTP 3DXXX-232A										
10.10.1. Air Force Satellite Control Network (AFSCN)	-						-	-	-	-
10.10.2. Defense Meteorological Satellite Program (DMSP)	-						-	-	-	-
10.11. DoD Teleports & Standard Tactical Entry Points	-						-	A	-	-
<b>11. ORGANIZATIONAL STRUCTURE</b> TR: AFI 38-101, 13-Series										
11.1. Communication Squadron	5						-	A	-	-
11.2. Combat Communications Squadrons	5						-	A	-	-
11.3. Expeditionary Communications Squadron	5						-	A	-	-
11.4. Air Force Network Operations (AFNETOPS)										
11.4.1. Air Force Network Operations Center (AFNOC).	5						-	B	-	-
11.4.2. Integrated Network Operations Security Center (INOSC).	5						-	B	-	-
11.4.3. Enterprise Service Unit (ESU).	5						-	B	-	-
11.4.4. Area Processing Center (APC).	5						-	B	-	-
11.4.5. Enterprise Service Desk (ESD)	5						-	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>12. CYBER OPERATIONS</b> TR: <a href="#">AFDD 1-2</a>										
12.1 Structure	5						-	A	-	-
12.2 Missions										
12.2.1. Offensive	5						-	A	-	-
12.2.2. Defensive	5						-	A	-	-
12.2.3. Exploitation	5						-	A	-	
12.2.4. Other (e.g. Influence Operations (IFO), Electronic Warfare (EW))	5						-	A	-	-
12.3. Network Warfare Fundamentals										
12.3.1. Control Systems (e.g. Supervisory Control and Data Acquisition (SCADA) networks)	5						-	A	-	-
12.3.2. Identify Tactical Data Link (TADL) networks	5						-	A	-	-
12.3.3. Network Exploitation Capabilities	5						-	A	-	-
12.4. Cyber Capabilities										
12.4.1. Affects on adversary decision makers	5						-	B	-	-
12.4.2. Role of cyber operations in achieving military and national goals and objectives	5						-	B	-	-
12.4.3. Information Superiority	5						-	B	-	-
12.4.4. Air Force Network Operations Center (AFNOC) Role	5						-	B	-	-
12.4.5. Air and Space Operations Center (AOC) Role	5						-	B	-	-
12.4.6. Checklists, Standard Operating Instructions (SOP), Tactics, Techniques and Procedures (TTP)	5						-	A	-	-
<b>13. BASIC COMPUTER FUNDAMENTALS</b>										
13.1 Communications & Network Protocols										
13.1.1 Connection Oriented Communication	5						-	B	-	-
13.1.2 Connectionless Oriented Communication	5						-	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
13.1.3 International Standards Organization (ISO) Open Systems Interconnect (OSI) Model	5						-	B	-	-
13.1.4 TCP/IP	5						-	B	-	-
13.1.5 Department of Defense (DoD) Standards Protocol	5						-	A	-	-
13.1.6 IPv4/IPv6	5						-	B	-	-
13.1.7 Ports (IP)	5						-	A	-	-
13.2 Network Theory/Components										
13.2.1 Components										
13.2.1.1 Component Principles	5						-	B	-	-
13.2.1.2 Central Processing Unit (CPU)	5						-	A	-	-
13.2.1.3 Computer memory	5						-	A	-	-
13.2.1.4 Input/output (I/O) Devices	5						-	A	-	-
13.2.1.5 Storage Devices	5						-	A	-	-
13.2.1.6 Peripherals (Printers, FAX, Scanners, etc)	5						-	A	-	-
13.2.2 Network Types										
13.2.2.1 Wired ( LAN, WAN, MAN)	5						-	B	-	-
13.2.2.2 Wireless	5						-	B	-	-
13.2.2.3 Virtual Private Network (VPN)	5						-	B	-	-
13.2.2.4 Topologies (Star, Ring, Bus, hybrid)	5						-	B	-	-
13.2.2.5 Theory and operation of switching devices (ATM, ISDN, GIG-E)	5						-	B	-	-
13.3. Network Devices										
13.3.1 Modems	5						-	A	-	-
13.3.2 Switches/Bridges	5						-	A	-	-
13.3.3 Multiplexers	5						-	A	-	-
13.3.4 Routers	5						-	A	-	-
13.3.5 Encryption Devices	5						-	A	-	-
13.4. Communications Mediums	5						-	A	-	-
13.5 LAN Architecture	5						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
13.6 Software										
13.6.1. Operating Systems (e.g. UNIX, Windows, LINUX)	5						-	A	-	-
13.6.2. Applications (e.g. Word, Excel, Power Point)	5						-	A	-	-
13.6.3. Infectious and malicious Software	5						-	B	-	-
<b>14. COUNTER-CHEMICAL, BIOLOGICAL, RADIOLOGICAL and NUCLEAR</b> TR: AFPAM 10-100, 10-2501										
14.1 Describe threats										
14.1.1. Chemical	-						-	-	-	-
14.1.2. Biological	-						-	-	-	-
14.1.3. Nuclear	-						-	-	-	-
14.1.4. Radiological	-						-	-	-	-
14.2. Warning systems, signals and reporting procedures.										
14.2.1. Joint and Coalition	-						-	-	-	-
14.2.2. Air Force	-						-	-	-	-
14.2.3. Respond to alarm conditions.										
14.2.3.1. Identify and prioritize mission/service restoration	-						-	-	-	-
14.2.3.2. Post-attack personnel accountability	-						-	-	-	-
14.2.3.3. Post-attack reconnaissance	-						-	-	-	-
14.2.3.4. Identify and mark CBRNE to include unexploded ordinance	-						-	-	-	-
14.2.3.5. Report suspicious activities	-						-	-	-	-
14.3. Mission Oriented Protective Postures										
14.3.1. Describe	-						-	-	-	-
14.3.2. Implement	-						-	-	-	-
14.4. Individual protective equipment & personal protective equipment (IPE/PPE)										
14.4.1. Requirements and Limitations	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
14.4.2. Ground Crew Ensemble										
14.4.2.1. Inspect and maintain	-						-	-	-	-
14.4.2.2. Wear	-						-	-	-	-
14.4.2.3. Perform critical mission tasks	-						-	-	-	-
14.4.2.4. Execute work-rest cycles and hydration standards	-						-	-	-	-
14.4.2.5. Perform self aid and buddy care	-						-	-	-	-
14.4.2.6. Perform contaminated personnel movement	-						-	-	-	-
14.4.2.7. Perform decontamination procedures	-						-	-	-	-
<b>15. INFORMATION PROTECTION (IP) OPERATIONS</b> TR: AFH 31-602; AFIs 33-115, 33-138, 33-200, 33-203V1, 33-207, 33-332; AFMAN 33-223; AFSSI 8580; AFD 13-3; DISAC 300 series										
15.1. Identification and Authentication	5						A	B	-	-
15.2. Access to IT resources by foreign nationals	5						A	A	-	-
15.3. Access of volunteers to IT resources	5						A	A	-	-
15.4. Perform password management TR: AFMAN 33-223 chap 3 & 4	5*						2b	b	-	-
15.5. Event Response										
15.5.1. Reporting Hierarchy TR: AFI 33-138										
15.5.1.1. Perform incident/event reporting	5						-	A	-	-
15.6. Implement security patches	5*						-	-	-	-
15.7. Configure malicious logic protection devices (e.g. anti virus, SMTP relay, MIME filters)	5*						-	-	-	-
15.8. Defense in-Depth TR: AFDD 2-5, AFI 10-2001										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
15.8.1. Concept	5						A	A	-	-
15.8.2. Tactics, techniques, and procedures	5						A	A	-	-
15.8.3. Defensive Counter Information (DCI)	5						A	-	-	-
15.8.4. Threats and Vulnerabilities									-	-
15.8.4.1. Internal and external	5						A	-	-	-
15.8.4.2. Viruses and Other Malicious Logic TR: AFI 33-138 para 2.6.8										
15.8.4.2.1 Different kinds of computer viruses and threat levels they pose to AF systems	5						A	B	-	-
15.8.4.2.2. Virus indicators	5						A	B	-	-
15.8.4.2.3. Virus prevention methods	5						A	B	-	-
15.8.4.3. Threat advisories									-	-
15.8.4.3.1. Roles and responsibilities of the joint task force global network operations (JTF-GNO) TR: AFI 33-115 Vol 1 para 2.1.1.3.1.	5						B	-		
15.8.4.4. Countermeasures	-						A	-	-	-
15.9. Network Protection									-	-
15.9.1. Boundary protection	5*						A	B	-	-
15.9.2. Intrusion/misuse detection	5*						A	B	-	-
15.9.3. Internal control	5*						A	B	-	-
15.9.4. Access preservation	-						A	B	-	-
15.9.5. Authentication/encryption	5*						A	B	-	-
15.9.6. Security tools (e.g. firewalls)	5*						A	B	-	-
15.9.7. Maintain Situational Awareness	-						-	-	-	-
15.9.8. Analysis and Reach back	-						-	-	-	-
15.9.9. Standard Desktop Configuration (SDC)	5						A	B	-	-
15.10. Information Warfare Concepts Beyond Computer Network Defense (CND)	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
15.11. Virtual Private Network (VPN) and Secure Networking	5*						A	B	-	-
15.12. Implement Incident Response										
15.12.1. First responder basics	5						-	B	-	-
15.12.2. Incident response preparation	5						-	B	-	-
15.12.3. Key concepts of cyber evidence collection for first responder to an incident	5						-	B	-	-
<b>16. NETWORKED SYSTEMS</b> TR: AFIs, 33-112, 33-115, 33-119, 33-207										
16.1. Overview/definition	5						A	B	-	-
16.2. Logon/logoff	5						2b	-	-	-
16.3. Network Operations										
16.3.1. Topologies	5						A	B	-	-
16.3.2. Addressing (e.g. sub-netting)	5						A	B	-	-
16.3.3. Transmission media	5						A	B	-	-
16.3.4. Interface protocols	5						A	B	-	-
16.3.5. Internet Protocols (IP)										
16.3.5.1. IP version 4	5						B	B	-	-
16.3.5.2. IP version 6	5						B	B	-	-
16.3.5.3. Transition Technology										
16.3.5.3.1. Dual stack	5						B	B	-	-
16.3.5.3.2. Dual layer	5						B	B	-	-
16.3.5.3.3. Tunneling	5						B	B	-	-
16.3.5.3.4. Translation	5						B	B	-	-
16.3.5.3.5. Addressing	5						B	B	-	-
16.3.6. Network Installation Procedures										
16.3.6.1. Implement hardware patching and techniques (e.g. CAT 5)	-						-	b	-	-
16.3.6.2. Implement network installation procedures	-						-	b	-	-
16.3.7. Securely Configure										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
16.3.7.1. Workstation	-						A	b	-	-
16.3.7.2. Wireless technology	-						A	b	-	-
<b>17. COMPUTER SECURITY (COMPUSEC)</b> TR: AFIs 33-115, 33-119, 33-138, 33-200, 33-210; AFMAN 33-223										
17.1. Policy and Procedures										
17.1.1. User's need for access	5						A	A	-	-
17.1.2 Information System (IS) and hardware compliance to security policies	-						B	A	-	-
17.1.3. IS against casual viewing	-						A	A	-	-
17.1.4. IS and data against tampering, theft, and loss	-						A	A	-	-
17.1.5. Removable media control	-						A	A	-	-
17.1.6. Perform IS auditing	5*						2b	b	-	-
17.1.7. Portable electronic device control	5						A	A	-	-
17.1.8. Wireless service control	5						A	A	-	-
17.1.9. Security requirements for remote access	5						B	A	-	-
17.1.10. Specifications for contractor regarding use of hardware and software not owned by the AF	-						A	A	-	-
17.1.11. Virtual private networks (VPN) control	-						A	A	-	-
17.1.12. Multi-function devices (MFD) control	-						A	A	-	-
17.1.13. Commercial and wireless access ISP control	-						A	A	-	-
17.2. Risk Management TR: AFI 33-202 Vol 1										
17.2.1. Risk management	5						A	A	-	-
17.2.2. Risk analysis	-						A	A	-	-
17.2.3. Employ only approved test tool software during Security, Testing, and Evaluation (ST&E)	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
17.2.4. Validation of computer equipment requirements TR: AFI 33-115 Vol 1, para 4.7.13.	-						A	-	-	-
17.2.5. "Separation of Duties" TR: AFI 33-112 para 10.1.	-						A	A	-	-
17.3. Certification and Accreditation (C&A) TR: AFMAN 33-223, chap 3, 4 & 6										
17.3.1. Air Force C&A program (AFCAP)	5*						B	B	-	-
17.3.2. IA Controls	5*						A	A	-	-
17.4. Network Security										
17.4.1. Ports protocols and services program TR: AFI 33-137	-						A	A	-	-
17.4.2. Consent to monitoring for all official IT resources TR: AFI 33-219 para A3.3.6	5						A	A	-	-
17.5. Incident Reporting TR: AFI 33-138										
17.5.1. Report IT resource security incidents	5						b	b	-	-
17.5.2. Report network service interruption	5						-	-	-	-
17.6. Continuity Planning TR: DoDI 3020.42										
17.6.1. Individual responsibilities	-						A	-	-	-
17.6.2. Types of continuity plans	-						A	-	-	-
17.7. Remanence Security TR: AFSSI 8580 chap 2.2, 3, 4 & 5; AFI 31-401, chap 4.8.; MAJCOM/local procedures										
17.7.1. Storage Media										
17.7.1.1. Clearing methods	5						A	A	-	-
17.7.1.2. Degaussing methods	5						A	A	-	-
17.7.1.3. Sanitizing methods	5						A	A	-	-
17.7.1.4. Destruction methods	5						A	A	-	-
17.7.1.5. Overwriting methods	5						A	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
17.7.1.6. Classified/sensitive media	5						A	A	-	-
17.7.1.7. Classified storage methods	5						A	A	-	-
17.8. Information Assurance Assessment and Assistance Program (IAAP). TR: AFI 33-230										
17.8.1. Assessments team roles	5						A	A	-	-
17.8.2. Responsibilities	5						A	A	-	-
17.8.3. Perform IAAP assessment	7*						b	A	-	-
17.9. INFOCON										
17.9.1. INFOCON roles and responsibilities	5						A	A	-	-
17.9.2. INFOCON change procedures	5						A	A	-	-
<b>18. COMMUNICATIONS SECURITY (COMSEC) MANAGEMENT</b> TR: AFIs 33-200, 33-201, 33-215, 33-230; AFKAG 1N, AFKAG-2; AFSSIs 3000 series and 4000 series; TO 00-20F-2										
18.1. COMSEC Overview TR: AFIs 10-701, 10-1101, 33-201 V4; AFKAG-1N, AFKAG-2										
18.1.1. COMSEC management terms	5						A	A	-	-
18.1.2. Electronic Key Management System (EKMS) architecture	5						A	-	-	-
18.1.3. COMSEC/EKMS architecture within the COMSEC chain of command	5						A	A	-	-
18.2. Duties and Responsibilities of the COMSEC manager TR: AFKAG-1N Chap 3, para 3.1 & 3.2; AFI 33-201, Vol 1 & 2										
18.2.1. COMSEC Manager/alternate manager requirements	5*						-	B	-	-
18.2.2. COMSEC Manager/alternate manager duties and responsibilities	5*						-	B	-	-
18.2.3. Clerk's duties and responsibilities	5*						A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.2.4. Primary/alternate COMSEC manager appointment process	5*						-	B	-	-
18.3. Administration and management of COMSEC material TR: AFKAG-1, Chap 4 and 5; AFKAG-2, Chap 2 and 3; AFI 33-201V2; AFI 33-216										
18.3.1. Urgent COMSEC information dissemination process	5*						-	-	-	-
18.3.2. Doctrinal, policy, and procedural COMSEC information dissemination process	5*						-	-	-	-
18.3.3. Procedures for requesting COMSEC material	5*						-	-	-	-
18.3.4. Minimum on-hand requirements for COMSEC accounts	5*						-	-	-	-
18.3.5. Over-the-counter service requirements	5*						-	-	-	-
18.3.6. Photography limitations	5*						-	-	-	-
18.3.7. Public display of COMSEC material limitations	5*						-	-	-	-
18.3.8. Procedures used to issue COMSEC material to users	5*						-	-	-	-
18.3.9. Records maintenance and disposition process	5*						-	-	-	-
18.3.10. Accounting Legend Codes (ALC) used	5*						A	-	-	-
18.3.11. Use of COMSEC account numbers	5*						-	-	-	-
18.3.12. Purpose of the COMSEC account information letter	5*						-	-	-	-
18.3.13. Purpose of the notification of existence of COMSEC account letter	5*						-	-	-	-
18.3.14. Purpose of the Defense Courier Service (DCS) Authorization Record (DCS Form 10)	5*						-	-	-	-
18.3.15. In-place-date	5*						-	-	-	-
18.3.16. Process for requesting a new keying system	5*						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.3.17. Process for requesting COMSEC equipment	5*						-	-	-	-
18.3.18. Procedures for requesting replacement material	5*						-	-	-	-
18.3.19. Procedures for requesting disposition instructions for increase/surplus material	5*						-	-	-	-
18.4. Cryptographic Access Program (CAP) TR: AFI 33-201 Vol 2 & 4										
18.4.1. CAP	5*						A	A	-	-
18.4.2. Appointment letter	5*						-	-	-	-
18.4.3. Procedures for managing CAP	5*						-	-	-	-
18.4.4. CAP eligibility and qualification requirements	5*						-	-	-	-
18.4.5. Cryptographic access certificate	5*						A	-	-	-
18.4.6. CAP requirements for TDY personnel	5*						A	-	-	-
18.4.7. CAP access withdrawal methods	5*						-	-	-	-
18.4.8. CAP declination procedures	5*						-	-	-	-
18.5. Physical Security Principles for Handling COMSEC Material TR: AFKAG-1N Chap 6 & 7, Atch 3										
18.5.1. Requirements for authorized access to COMSEC	5						-	A	-	-
18.5.2. Access control procedures	5*						-	A	-	-
18.5.3. Physical security requirements of COMSEC material	5*						A	A	-	-
18.5.4. Physical security requirements of cryptographic equipment and components	5*						A	A	-	-
18.5.5. Perform COMSEC material inventory	5*						2b	b	-	-
18.5.6. Annotations authorized on COMSEC Physical Inventory (CPI)	5*						2b	A	-	-
18.5.7. Requirements for access control devices	5*						-	A	-	-
18.5.8. Procedures for safeguarding COMSEC material	5						A	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.5.9. Use of SF Form 701, Activity Security Checklist	-						A	A	-	-
18.5.10. Use of SF Form 702, Security Container Check Sheet	-						A	A	-	-
18.5.11. Use of AFTO Form 36, Maintenance Record for Security Type Equipment	-						A	A	-	-
18.5.12. Use of AF Form 1109, Visitor Register Log	-						A	A	-	-
18.5.13. Contents and purpose of the COMSEC access list	5*						A	A	-	-
18.5.14. Procedures for amending COMSEC publications	-						-	A	-	-
18.6. Destruction of COMSEC Material, Aids and Equipment TR: AFKAG-1 Chap 8, Atch 4; AFKAG-2 Chap 3; EKMS 704B Vol 1										
18.6.1. Disposition of COMSEC material	5*						A	A	-	-
18.6.2. Disposition request procedures	5*						-	-	-	-
18.6.3. Disposition for each COMSEC record	5*						-	-	-	-
18.6.4. Procedures used to schedule routine destruction	5*						-	-	-	-
18.6.5. Routine destruction methods for paper COMSEC aids	5*						A	-	-	-
18.6.6. Routine destruction methods for non-paper COMSEC aids	5*						A	-	-	-
18.6.7. Requirements for a destruction official	5*						-	A	-	-
18.6.8. Destruction record annotation procedures	5*						-	-	-	-
18.6.9. Destruction method of physical key in LCMS	5*						-	-	-	-
18.6.10. Destruction method of electronic key in LCMS	5*						-	-	-	-
18.6.11. Method to originate a local destruction report and send to TIER 1	5*						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.7. Control of Top Secret (TS) Keying Material TR: AFKAG-1N Chap 9; AFI 33-201 Vol 2; AFI 33-201 V2										
18.7.1. COMSEC No-Lone Zone exceptions	5*						-	-	-	-
18.7.2. TPI handling procedures	5*						A	B	-	-
18.7.3. Storage requirements of TPI material	5*						A	-	-	-
18.7.4. Storage requirements in tactical situations	5*						A	-	-	-
18.7.5. Requirements when transporting TPI	5*						A	-	-	-
18.7.6. Two Person Control (TPC)	5*						A	-	-	-
18.8. Transporting COMSEC Material TR: AFKAG-1N Chap 10; AFKAG-2 Chap 5; AFI 31-401; AFI 33-201 Vol 2										
18.8.1. Perform procedures for packaging material	5*						b	-	-	-
18.8.2. Perform procedures for marking package for shipment	5*						b	-	-	-
18.8.3. Perform procedures for transferring COMSEC material	5*						-	-	-	-
18.8.4. Procedures for preparing COMSEC material for transportation	5*						-	-	-	-
18.8.5. Process of transporting COMSEC equipment	5*						A	A	-	-
18.8.6. Responsibilities of COMSEC couriers	5*						A	A	-	-
18.9. Emergency Action Plans (EAPS) TR: AFKAG-1N Chap 11; AFI 33-201 V2										
18.9.1. Emergency protection planning procedures for CONUS locations	5*						-	-	-	-
18.9.2. Emergency protection planning procedures for OCONUS locations	5*						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.9.3. Emergency protection planning procedures for hostile actions	5*						-	-	-	-
18.9.4. Basic contents of an EAP	5*						A	-	-	-
18.9.5. Emergency destruction priorities of COMSEC material procedures	5*						A	-	-	-
18.9.6. Methods and extent of emergency destruction	5*						-	-	-	-
18.9.7. Emergency destruction of material in aircraft procedures	5*						-	-	-	-
18.9.8. Reporting precautionary and total destruction procedures	5*						-	-	-	-
18.9.9. Dry run of EAPs	5*						-	-	-	-
18.10. COMSEC Deviations TR: AFI 33-201 V3; AFI 33-201 V 2, Sec J; AFMAN 37-139 Table 33-22 Rules 7 thru 11; <a href="https://afrims.amc.af.mil">https://afrims.amc.af.mil</a>										
18.10.1. COMSEC deviation definition	5*						A	A	-	-
18.10.2. COMSEC incident definition	5*						A	A	-	-
18.10.3. COMSEC material receipt reporting discrepancy definition	-						-	A	-	-
18.10.4. Types of COMSEC incidents	5*						-	A	-	-
18.10.5. Practices Dangerous to Security (PDS) definition	5*						A	A	-	-
18.10.6. COMSEC deviation/incident reporting process	5*						-	A	-	-
18.10.7. COMSEC incident reporting process in tactical situations	-						-	-	-	-
18.10.8. Procedures for safeguarding COMSEC material involved in a COMSEC deviation	-						-	-	-	-
18.10.9. Initial report submission process	-						-	-	-	-
18.10.10. Purpose of the case assignment number	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.10.11. Requirements for submitting an amplifying report	-						-	-	-	-
18.10.12. Purpose of the final report	-						-	-	-	-
18.10.13. Incident evaluation process	-						-	-	-	-
18.10.14. Case closure procedures	-						-	-	-	-
18.10.15. Process to set material status to pending investigation in LCMS	-						-	-	-	-
18.10.16. Process to clear marked item in LCMS	-						-	-	-	-
18.11. Information Assurance Assessment and Assistance Program (IAAP) TR: AFI 33-230; AFI 33-201 Vol 2; AF Form 4160										
18.11.1. COMSEC account assessment process	5*						-	A	-	-
18.11.2. Frequency of Wing IA assessments	5*						-	A	-	-
18.11.3. COMSEC Responsible Officer (CRO) assessment process	5*						-	A	-	-
18.12. Secure voice management TR: AFI 33-201 V9; AFI 33-201 V2; AFKAG-2, Sec II										
18.12.1. User Representative (UR)/Alternate UR roles and responsibilities for modern/STE key	5*						-	-	-	-
18.12.2. Secure Voice Responsible Officer (SVRO) responsibilities	5						A	-	-	-
18.12.3. KSV-21/KOV-14 issuing process	5*						-	-	-	-
18.12.4. Protection and management of KSV-21/KOV-14s	5						-	-	-	-
18.12.5. Terminal re-keying process	5*						-	-	-	-
18.12.6. Physical security requirements of a terminal	5						-	-	-	-
18.12.7. Type 1 terminal COMSEC incident reporting procedures	-						-	-	-	-
18.12.8. Type 1 terminal COMSEC incident	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.12.9. Department Agency Organization (DAO) code	-						-	-	-	-
18.12.10. KSV-21/KOV-14 ordering process	-						-	-	-	-
18.12.11. Central Facility (CF) semi-annual inventory process	-						-	-	-	-
18.13. Electronic Key Management System (EKMS) Functional Operation TR: SCO UNIX, AFSSI 3031; EKMS 704B Vol 1										
18.13.1. EKMS platform security functions										
18.13.1.1. Function of the EKMS software	5*						A	A	-	-
18.13.1.2. Use of the Local Management Device (LMD)	5*						A	A	-	-
18.13.1.3. Use of the Key Processor (KP)/KOK-22A	5*						A	A	-	-
18.13.1.4. Use of the STE with EKMS	5*						A	A	-	-
18.13.1.5. Use of the Tier 3 device with EKMS	5*						A	A	-	-
18.14. Security requirements										
18.14.1. LMD security requirements	5*						-	-	-	-
18.14.2. KP security requirements	5*						-	-	-	-
18.14.3. KP rekey procedures	5*						-	-	-	-
18.15. UNIX Commands TR: UNIX manuals										
18.15.1 ISCO UNIX login procedures	5*						-	-	-	-
18.15.2. Fundamental SCO UNIX commands for EKMS	5*						-	-	-	-
18.15.3 Create system administrator user account in UNIX for LCMS	5*						-	-	-	-
18.15.4 Delete system administrator user account in UNIX for LCMS	5*						-	-	-	-
18.16. LCMS System Administration TR: AFSSI 3031										
18.16.1. Configure TCP/IP and PPP to connect to Central Facility (CF) server	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.16.2. Review the LCMS error log for anomalies	-						-	-	-	-
18.16.3. Clear the LCMS error log	-						-	-	-	-
18.16.4. Perform a lone-tar tape full system backup	5*						-	-	-	-
18.16.5. Perform a lone-tar tape restore	-						-	-	-	-
18.16.6. Perform a lone-tar CD-ROM restore	-						-	-	-	-
18.17. Archiving Data TR: AFSSI 3031										
18.17.1. Archive LCMS transactions	-						-	-	-	-
18.17.2. Retrieve archived data	-						-	-	-	-
18.18. Preparing LCMS for Operation TR: LMD/KP Operator's Manual Chap 2 & 7										
18.18.1. Log on to LCMS	5*						2b	-	-	-
18.18.2. Navigate LCMS desktop	5*						2b	-	-	-
18.18.3. Perform manual account registration	-						-	-	-	-
18.18.4. Register operators in LCMS	-						-	-	-	-
18.18.5. Create an operator account	-						-	-	-	-
18.18.6. Back up LCMS database TR: AFSSI 3031	5*						-	-	-	-
18.18.7. Restore LCMS database TR: AFSSI 3031	5*						-	-	-	-
18.18.8. Log off of LCMS	5*						2b	-	-	-
18.19. Device Protocols										
18.19.1. Set LCMS protocol	-						-	-	-	-
18.19.2. Set KP (KOK-22A) protocol	-						-	-	-	-
18.19.3. Set direct COMMS settings (Secure Voice)	-						-	-	-	-
18.20. Site Initialization										
18.20.1. Initialize KP site	-						-	-	-	-
18.20.2. Create duplicate re-initialization keys and disposition	-						-	-	-	-
18.20.3. Log on the KP	5*						b	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.20.4. Log off the KP	5*						b	-	-	-
18.20.5. Shut down oracle server	5*						-	-	-	-
18.20.6. Defrag hard drive	5*						-	-	-	-
18.20.7. Change Directory User Agent (DUA) database password of LCMS account for X.500	-						-	-	-	-
18.20.8. Exchange FIREFLY credentials with another account	5*						b	-	-	-
18.20.9. FIREFLY vector set definition	5*						A	A	-	-
18.20.10. Register FIREFLY vector set	5*						b	-	-	-
18.20.11. Register modern key in account	5*						b	-	-	-
18.20.12. Load FIREFLY vector set	5*						b	-	-	-
18.20.13. Upload Common Account Data (CAD) and EKMS credential via X.400/X.500 server	5*						-	-	-	-
18.20.14. Retrieve a CAD and credential from another EKMS ID	5*						-	-	-	-
18.20.15. Process CAD and credentials from another EKMS ID	5*						-	-	-	-
18.21. Modifying Alternate COMSEC Manager and Accountant Accounts										
18.21.1. Create CIK privileges for alternate COMSEC manager operator account	7*						-	-	-	-
18.21.2. Create CIK privileges for operator account (accountant)	7*						-	-	-	-
18.21.3. Create PIN number for alternate COMSEC manager or accountant	7*						-	-	-	-
18.21.4. Register a local element (user account)	5*						2b	-	-	-
18.21.5. Register equipment types	-						-	-	-	-
18.22. USING LCMS										
18.22.1. Communicating, Accounting, Ordering and Distributing										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.22.1.1. EKMS communications functions	5*						A	-	-	-
18.22.1.2. Prepare message for communication between EKMS elements	5*						2b	-	-	-
18.22.1.3. Wrap message for transmission to TIER 1	5*						b	-	-	-
18.22.1.4. Send an EKMS message to TIER 1 via X.400, direct comms, floppy or hard copy	5*						b	-	-	-
18.22.1.5. Connect to X.400 server	5*						-	-	-	-
18.22.1.6. Check electronic mail	5*						-	-	-	-
18.22.1.7. Send electronic mail	5*						-	-	-	-
18.22.1.8. Receive electronic mail	5*						-	-	-	-
18.23. Electronic COMSEC Material Accounting TR: AFKAG-2										
18.23.1. Differences between LCMS and CUAS software	-						B	B	-	-
18.23.2. Oracle database description	-						-	-	-	-
18.23.3. Accountable item summary description	-						-	-	-	-
18.24. Using Common User Application Software (CUAS)										
18.24.1. Register CUAS	-						-	-	-	-
18.24.2. Set up local elements (user accounts)	5*						-	-	-	-
18.24.3. Create a local element	5*						-	-	-	-
18.24.4. Promote/demote a COMSEC rZesponsible Officer (CROs) and Alternate CRO (ACROs) within CUAS	5*						-	-	-	-
18.24.5. Add Secure Voice Responsible Officers (SVROs) to CUAS	5*						-	-	-	-
18.24.6. Print local element inventories	5*						-	-	-	-
18.24.7. Remove a local element	5*						-	-	-	-
18.24.8. View contents of containers	5*						2b	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.25. Managing Container and Account Packages										
18.25.1. Create an account package	5*						2b	-	-	-
18.25.2. Move COMSEC material from one container to another	5*						2b	-	-	-
18.25.3. Print an inventory for a container	5*						b	-	-	-
18.25.4. Print reports of the contents of a container	5*						b	-	-	-
18.25.5. Remove a container	5*						2b	-	-	-
18.26. Managing Requirements										
18.26.1. Enter material into requirements area for a local element under Element and Summary tab	5*						-	-	-	-
18.26.2. Add short titles under Summary tab	5*						-	-	-	-
18.26.3. View account holdings under Summary tab	5*						2b	-	-	-
18.26.4. Manage effective dates of material under Summary tab	5*						2b	-	-	-
18.26.5. Manage supersession dates of material under Summary tab	5*						2b	-	-	-
18.26.6. Assign effective dates to an edition under Summary tab	5*						2b	-	-	-
18.26.7. Register short titles under Summary tab	5*						2b	-	-	-
18.26.8. Receive Physical Material TR: AFKAG-1N; AFKAG-2, AFI 33-201										
18.26.8.1. Send receipt to COR for electronic keys TR: AFKAG-2 Chap 4 para 4.3	5*						b	-	-	-
18.26.8.2. Process transfer report initiation (TRI) via LCMS	5*						b	-	-	-
18.26.8.3. Receive COMSEC material into CUAS	5*						b	-	-	-
18.27. Issuing COMSEC Material to Local Element										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.27.1. Issue COMSEC material to local element using CUAS	5*						-	-	-	-
18.27.2. Print transfer register	5*						-	-	-	-
18.27.3. Perform destruction on physical material via CUAS	5*						-	-	-	-
18.27.4. Perform destruction of a short title via CUAS	5*						-	-	-	-
18.28. Generation of Electronic Key in LCMS										
18.28.1. Generate traditional net key	5*						-	-	-	-
18.28.2. Produce electronic key	5*						-	-	-	-
18.28.3. Register electronic key	5*						-	-	-	-
18.28.4. Register TrKEK into local account	5*						-	-	-	-
18.28.5. Distribute TrKEK to DTD/SKL using LCMS	5*						-	-	-	-
18.28.6. Distribute TrKEK to DTD/SKL using CUAS	5*						-	-	-	-
18.28.7. Modify effective dates in LCMS	5*						-	-	-	-
18.29. Manual Distribution of Physical and Electronic Key										
18.29.1. Distribute electronic key to an EKMS element	5*						b	-	-	-
18.29.2. Distribute electronic key in CUAS	5*						b	-	-	-
18.29.3. Distribute physical key to an EKMS element (manually)	5*						b	-	-	-
18.30. Transferring Electronic Key										
18.30.1. Receive electronic key from another EKMS account (BET)	5*						-	-	-	-
18.30.2. Transfer electronic key to another EKMS account (BET)	5*						-	-	-	-
18.31. Transferring Physical COMSEC Material via LCMS										
18.31.1. Receive approval for the transfer	5*						-	-	-	-
18.31.2. Obtain an article number	5*						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
18.31.3. Send required copies of SF 153 with material	5*						-	-	-	-
18.31.4. Fill out DCS Form 1	5*						-	-	-	-
18.32. Inventories TR: AFKAG-2 Chap 7;										
18.32.1. Perform semi-annual reporting in LCMS	7*						-	-	-	-
18.32.2. Reconcile the Inventory Reconciliation Status (IRST) in LCMS	7*						-	-	-	-
18.32.3. Reconcile semi-annual report in LCMS	7*						-	-	-	-
18.32.4. Generate an inventory report for the account in CUAS	5*						-	-	-	-
18.32.5. Generate a local element inventory report in CUAS	5*						-	-	-	-
18.32.6. Reconciliation of tracer action	-						A	-	-	-
18.33. Card loader user application software (CLUAS)										
18.33.1. CLUAS	-						A	-	-	-
18.34. KP Changeover TR: AFSSI 3031; Logistic Support Plan 97-2; KOK-22 Processor										
18.34.1. Perform changeover procedures	5*						b	-	-	-
18.35. KP Re-initialization										
18.35.1. Perform KP re-initialization procedures	-						-	-	-	
<b>19. EMSEC PROGRAM MANAGEMENT</b> TR: AFIs 33-200, 33-203 v3; AFSSI 7000 series										
19.1. Zoning methodology	-						A	A	-	-
19.2. Emission security problem	5						A	A	-	-
19.3. Specific countermeasures	5*						A	A	-	-
19.4. Conduct emission security assessment	5*						2b	b	-	-
19.5. Conduct countermeasures Review	5*						2b	-	-	-
19.6. Coordinate emission security assessment	5*						-	-	-	-
19.7. Verify specific countermeasures	5*						b	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
19.8. Classification guides	-						A	A	-	-
19.9. Emission security maintenance and testing	5*						A	-	-	-
19.10. Protected Distribution System (PDS).										
19.10.1. PDS identification	5						A	A	-	-
19.10.2. Assess PDS	5*						-	-	-	-
19.10.3. PDS management program	5*						A	A	-	-
<b>20. OPERATING SYSTEMS</b> TR: SkillPort IT E-Learning Website; Computer Based Training Courses (CBT) Courses for Operating Systems, Introducing Windows XP, Windows Vista Experience										
20.1. UNIX										
20.1.1. Common vulnerabilities / exploits	5						B	B	-	-
20.1.2. Utilize command line	-						-	-	-	-
20.1.3. Ensure auditing is configured	-						A	-	-	-
20.1.4. Scripting	-						-	-	-	-
20.1.5. Privileges										
20.1.5.1. File	-						A	-	-	-
20.1.5.2. User	-						A	-	-	-
20.1.6. Use ASCII text editor (e.g. VI editor)	-						-	-	-	-
20.1.7. Shell types	-						A	-	-	-
20.2. WINDOWS										
20.2.1. Common vulnerabilities / exploits	5						B	B	-	-
20.2.2. Utilize command line	-						-	-	-	-
20.2.3. Auditing configuration	-						A	-	-	-
20.2.4. Scripting	-						-	-	-	-
20.2.5. Privileges										
20.2.5.1. File	-						A	-	-	-
20.2.5.2. User	-						A	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>21. INFORMATION PROTECTION OPERATIONS</b> TR: AFH 31-602; AFIs 33-115, 33-138, 33-200, 33-203V1, 33-207, 33-332; AFMAN 33-223, AFSSI 8580; AFD 13-3; DISAC 300 series										
21.1 Boundary Protection										
21.1.1. Firewall TR: Secure Computing FIREWALL Installation; Configuration Guide Version 5.2.1										
21.1.1.1. Various Firewalls										
21.1.1.1.1. Telephony firewall	5						A	A	-	-
21.1.1.1.2. IP firewall	5						A	A	-	-
21.2. General Systems Tasks										
21.2.1. Power up system	5*						-	-	-	-
21.2.2. Reboot system	5*						-	-	-	-
21.2.3. Perform backup	5*						b	-	-	-
21.2.4. Perform restore	5*						b	-	-	-
21.2.5. Enable firewall servers	5*						-	b	-	-
21.2.6. Disable firewall servers	5*						-	b	-	-
21.2.7. Modify burb configuration	5*						-	b	-	-
21.2.8. Modify interface configuration	5*						-	b	-	-
21.2.9. Configure remote management	5*						-	b	-	-
21.3. Access Control List (ACL) and Group Management TR: Secure Computing firewall Administration Guide Version 5.2.1										
21.3.1. Function of ACLs and groups	5*						B	B	-	-
21.3.2. Troubleshoot ACL	5*						-	b	-	-
21.4. Proxies: Connections through the Firewall TR: Secure Computing firewall Administration Guide Version 5.2.1										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
21.4.1. Functions of the firewall proxies	5						B	B	-	-
21.5. Using IP filter TR: Secure Computing firewall Administration Guide Version 5.2.1										
21.5.1. Configure Transmission Control Protocol (TCP)/ User Datagram Protocol (UDP) rules	-						-	b	-	-
21.5.2. Configure Network Address Translation (NAT) for TCP/UDP protocols	-						-	b	-	-
21.5.3. Set IP Filter NAT port rewrite range	-						-	b	-	-
21.5.4. Specify IP Filter rule source	-						-	-	-	-
21.5.5. Specify number of TCP/UDP IP Filter sessions	-						-	-	-	-
21.5.6. Configure non-TCP or UDP protocol rule	-						-	-	-	-
21.5.7. Configure rule properties	-						-	-	-	-
21.5.8. Load IP Filter database	-						-	-	-	-
21.5.9. Delete IP Filter database	-						-	-	-	-
21.6. Domain Name Server (DNS) TR: Secure Computing firewall Administration Guide Version 5.2.1										
21.6.1. Configure internal network to use Firewall's DNS	-						-	b	-	-
21.7. Electronic Mail TR: Secure Computing firewall Administration Guide Version 5.2.1										
21.7.1. Check administrator mail messages on firewall	-						-	b	-	-
21.7.2. Manage Simple Mail Transfer Protocol (SMTP)	-						-	b	-	-
21.7.3. Reconfigure existing mail configuration	-						-	b	-	-
21.7.4. Edit mail configuration files	-						-	b	-	-
21.7.5. Redirect mail	-						-	b	-	-
21.7.6. Allow or deny mail on a user basis	-						-	b	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
21.7.7. Enable SMTP server	-						-	b	-	-
21.7.8. Enable sendmail ACL checking	-						-	b	-	-
21.7.9. Manage mail queues	-						-	b	-	-
21.8. Monitoring and Alarms TR: Secure Computing Firewall Administration Guide Version 5.2.1										
21.8.1. Monitor firewall	5*						-	b	-	-
21.8.2. Check active network connections	-						-	b	-	-
21.9. Web Proxy										
21.9.1. Function	5						A	A	-	-
21.9.2. Types	5						A	A	-	-
21.9.3. Review security logs	5*						2b	-	-	-
21.9.4. Trace web traffic	5*						2b	b	-	-
21.9.5. Filter web traffic	-						-	A	-	-
21.10. SMTP Relay										
21.10.1. Function	5						A	A	-	-
21.10.2. Location	5						A	A	-	-
21.10.3. Review security logs	5*						2b	-	-	-
21.10.4. Trace email traffic	5*						2b	b	-	-
21.10.5. Filter email traffic	-						-	A	-	-
<b>22. VULNERABILITY ASSESSMENT</b> TR: AFI 33-138; DISAC 300 series										
22.1. Air Force Standard Vulnerability Assessment (VA)Tools TR: TO 31S5-4-2987-1										
22.1.1. Functions	5						A	A	-	-
22.1.2. Install agent	-						-	-	-	-
22.1.3. Install enterprise console	-						-	-	-	-
22.1.4. Register an agent with the manager	-						-	-	-	-
22.1.5. Access console via workstation	5*						b	-	-	-
22.1.6. Create a weekly certification and accreditation policy	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
22.1.7. Create a yearly certification and accreditation policy	-						-	-	-	-
22.1.8. Analyze an executed security scan	5*						2b	-	-	-
22.1.9. Legal and licensing responsibilities	-						A	-	-	-
22.2. Functions of a vulnerability assessment tool (e.g. ISS)	5*						A	A	-	-
22.3. Identify conflicts with host base firewalls	-						B	-	-	-
<b>23. INTRUSION DETECTION</b> TR: DISAC 300 series										
23.1. Function	5						A	A	-	-
23.2. Types of intrusion detection methods (e.g. host, network)	5						A	A	-	-
23.3. Types of intrusion detection tools (e.g. ASIM, ITA)	5						B	B	-	-
23.4. Conduct traffic analysis	5*						2b	-	-	-
23.5. Identify incidents	5						b	-	-	-
23.6. Characterize incidents	5						b	-	-	-
23.7. Incident reports	5						B	-	-	-
23.8. Host Based Intrusion Detection Systems										
23.8.1. Functions of a host based intrusion detection system	5						A	A	-	-
23.8.2. Install	-						-	-	-	-
23.8.3. Configure (i.e. console, manager, agent)	-						-	-	-	-
23.8.4. Maintain	-						-	-	-	-
23.8.5. Review Logs	5*						-	-	-	-
23.8.6. Respond to events	5*						2b	-	-	-
23.9. Function of a network-based intrusion detection system (wired and wireless)	5						A	A	-	-
<b>24. INFRASTRUCTURE DEVICE SECURITY</b> TR: AFSSIs 8522, 8551; DODI 8551.1										
24.1. Basic commands	-						-	-	-	-
24.2. Port security	-						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
24.3. Access Control List (ACL)	-						-	A	-	-
24.4. TACACS	-						-	-	-	-
24.5. User management (i.e. users, enable secret)	-						-	-	-	-
24.6. Privilege management (i.e. privilege levels)	-						-	-	-	-
24.7. Securing management (remote and local)	-						-	A	-	-
24.8. Log management	-						2b	-	-	-
24.9. Review logs	-						2b	-	-	-
24.10. Simple Network Management Protocol (SNMP) security	-						A	A	-	-
<b>25. TELE-COMMUNICATIONS</b> TR: TOs 31S5-4-6207-1, 31S5-4-6207-2; VPS Commercial Manuals										
25.1. Voice Protection System (VPS) System Overview										
25.1.1. Overview of the VPS system components, distributed nature, and capabilities	5						A	B	-	-
25.2. VPS System Administration										
25.2.1. Overview of VPS file structure	5						A	B	-	-
25.2.2. Overview of the VPS system processes	5						A	B	-	-
25.3. VPS User Administration										
25.3.1. Use of VPS user management and permissions	5*						A	B	-	-
25.4. VPS Policy Development										
25.4.1. Overview of the VPS policy components	5*						A	B	-	-
25.4.2. Define ambiguous rules	-						-	B	-	-
25.4.3. Explain how a call is checked against an VPS policy	5*						-	B	-	-
25.4.4. Creating and modifying security policies	-						-	B	-	-
25.5. VPS Report Generation										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
25.5.1. VPS reports system	-						A	B	-	-
<b>26. COMPUTER-BASED TRAINING</b> TR: <a href="https://www.my.af.mil">https://www.my.af.mil</a> (under AF IT e-Learning site)										
26.1. Complete 3D0X1 5-skill level IT e-Learning custom training track	5						-	-	-	-
26.2. Complete 3D0X1 7-skill level IT e-Learning custom training track	7						-	-	-	-
26.3. Complete 3D0XX 9-skill level IT e-Learning custom training track	9						-	-	-	-
<b>27. AIR FORCE JOB QUALIFICATION STANDARDS APPLICABLE TO AFSC 3DXXX.</b> TR: AFI 36-2233, CFETP 3D0X3 (See Note 2)										
27.1. AFJQS 3DXXX-200TBB, TBA Power User	-						-	-	-	-
27.2. AFJQS 3DXXX-230GC; Network-based Intrusion Detection Systems.	5*						-	-	-	-
27.3. AFQTP 3DXXX-232A, Workcenter Supervisor's Handbook (See Note 3)	7						-	-	-	-

## **Section B - Course Objective List**

**4. Measurement.** Each objective is indicated as follows: W indicates task or subject knowledge which is measured using a written test, PC indicates required task performance which is measured with a performance progress check, and PC/W indicates separate measurement of both knowledge and performance elements using a written test and a progress check.

**5. Standard.** The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

**6. Proficiency Level.** Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

**7. Course Objectives.** These objectives are listed in the sequence taught by Block of Instruction. Because the communications career field is ever changing, we are providing a website with a "living" course objective list (COL). As changes are made to the courses they will also be made to the website. Use the following link to get started, and then navigate to the COL by selecting the 81 TRW, 81 TRG, and finally the 336 TRS to locate the COL for the C-CS Programming courses.  
<https://keesler.af.edu/courseware/default.aspx>.

## **Section C - Support Materials**

**8.** The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products can be found at the 81 TRSS/TSQ web page, and are available for download from the web site at <https://keesler.af.edu/kqt/default.aspx>. Procedures for requesting product development are found in AFI 36-2233.

8.1. Generic AFJQSs/AFQTPs applicable to AFSC 3D0X3:

<u>Publication No.</u>	<u>Pseudo File Code</u>	<u>Publication Title</u>
AFQTP 3DXXX-232A	N/A	Work Center Supervisor's Handbook
AFQTP XXXXX-212C	N/A	C4 Information Systems Familiarization Handbook

## **Section D - Training Course Index**

**9. Purpose.** This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database, at <https://etca.randolph.af.mil/>.

### **10. Air Force In-Residence Courses.**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3ABR3D033 01AA	Cyber Surety Apprenticeship	Keesler

### **11. Air University A4/A6 Courses.**

For a current listing of Air University A4/6 courses go to <http://www.au.af.mil/au/afiadl/>.

## **12. Exportable Courses.**

For a current list of the available CBT courses refer to *IT e-Learning* at <https://www.my.af.mil/>.

## ***Section E - MAJCOM Unique Requirements***

13. There are currently no MAJCOM unique requirements. This area is reserved.